



1970-1972

ROBESON TECHNICAL INSTITUTE



**A UNIT OF THE DEPARTMENT
OF COMMUNITY COLLEGES**

GENERAL CATALOGUE

1970 - 1971

1971 - 1972

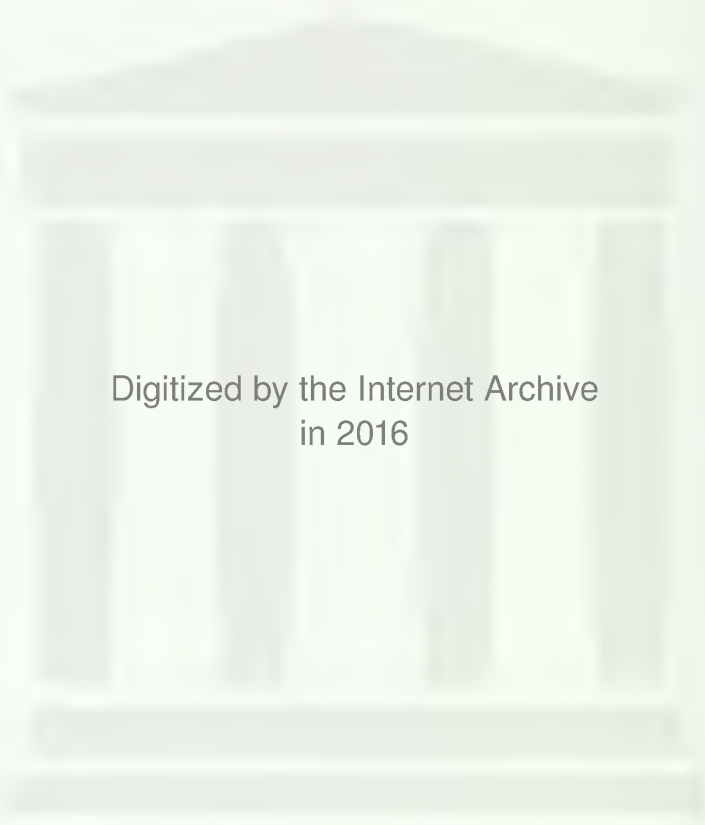
P. O. Box 98

ST. PAULS, N. C. 28384

Telephone Lumberton 738-4241

VOLUME 3

SEPTEMBER 1969



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Academic Calendar

1970-1971

FALL QUARTER

Tuesday, September 8 (9 a.m.).....	Freshman Orientation
Wednesday, September 9 (9 a.m.-12 noon)	Freshman Registration
(1 p.m.- 3 p.m.).....	Senior Registration
Thursday, September 10.....	Classes Begin
Wednesday, November 25.....	End of Fall Quarter
November 26, 27.....	Thanksgiving Holidays

WINTER QUARTER

Tuesday, December 1.....	Registration
Wednesday, December 2.....	Classes Begin
December 19-January 3.....	Christmas Holidays
Monday, January 4.....	Classes Resume
Tuesday, March 2.....	End of Winter Quarter

SPRING QUARTER

Thursday, March 4.....	Registration
Friday, March 5.....	Classes Begin
Friday, April 9-Monday, April 12.....	Easter Holidays
Tuesday, April 13.....	Classes Resume
Monday, May 24.....	End of Spring Quarter
Wednesday, May 26-May 28.....	Instructors Workshop

SUMMER QUARTER

Friday, June 4.....	Registration
Monday, June 7.....	Classes Begin
Monday, July 5.....	Holiday
Tuesday, July 6.....	Classes Resume
Monday, August 16.....	End of Summer Quarter
Friday, August 20.....	Commencement
August 23-September 3.....	Instructors Vacation

Academic Calendar

1971-1972

FALL QUARTER

Tuesday, September 7 (9 a.m.).....Freshman Orientation
Wednesday, September 8
 (9 a.m.-12 noon).....Freshman Registration
 (1 p.m.- 3 p.m.).....Senior Registration
Thursday, September 9.....Classes Begin
Wednesday, November 24.....End of Fall Quarter
Thursday, Friday, November 25, 26.....Thanksgiving Holidays

WINTER QUARTER

Tuesday, November 30.....Registration
Wednesday, December 1.....Classes Begin
Monday, December 20-January 3.....Christmas Holidays
Tuesday, January 4.....Classes Resume
Wednesday, March 1.....End of Winter Quarter

SPRING QUARTER

Friday, March 3.....Registration
Monday, March 6.....Classes Begin
Friday, March 31-Monday, April 3.....Easter Holidays
Tuesday, April 4.....Classes Resume
Tuesday, May 23.....End of Spring Quarter
Wednesday, May 24-Thursday, June 1..Instructors Workshop

SUMMER QUARTER

Monday, June 5.....Registration
Tuesday, June 6.....Classes Begin
Monday, July 3, Tuesday, July 4.....Holidays
Wednesday, July 5.....Classes Resume
Wednesday, August 16.....End of Summer Quarter
Friday, August 18.....Commencement
August 21-September 4.....Instructors Vacation

OFFICERS OF ADMINISTRATION

Department of Community Colleges

I. E. Ready	Director
Charles R. Holloman	Associate Director and Business Manager

BOARD OF TRUSTEES

I. J. Williams	Chairman
W. F. Scarborough	Vice-Chairman
R. Craig Allen	Secretary

Appointed by Commissioners of Robeson County	Expiration of Term
---	--------------------

B. C. McBee	June 30, 1971
W. F. Scarborough	June 30, 1975
J. A. Singleton, Jr.	June 30, 1977

Appointed by Robeson County Board of Education	Expiration of Term
---	--------------------

John L. Carter	June 30, 1973
A. D. Lewis, Jr.	June 30, 1971
I. J. Williams	June 30, 1975
Guy P. McCormick	June 30, 1971

ADMINISTRATIVE STAFF

R. Craig Allen	President
Fred G. Williams	Registrar
Marie M. Malloy	Director of Student Personnel
Robert F. Leggett	Director of Adult Education
Russell K. Hellekson	Business Manager
Marcus Everitte	Librarian
Rosa W. Cooper	Bookkeeper
Thaddeus Sexton, Jr.	Director of Occupational Education
T. Eugene Mercer	Assistant Director of Adult Education
Eddie Mac Locklear	Counselor

FACULTY

Murray A. Alford, Jr.	Industrial Arts
Sarah M. Britt	Business Education
Ronald C. Brown	Business Education
Ruth M. Brown	Nursing Instructor
William M. Bryan	Welding
Hubert F. Bullard	Learning Lab Coordinator
John D. Downs	Business Education
Claude E. Fly	Drafting
Lee Roy Hedgpeth	Carpentry and Cabinet Making
Helen K. Ivey	Business Education
Eugene Madison	Electrical
Silas M. McColl	Automotive Mechanics
Pauline H. McNair	General Education
Elizabeth T. Nye	Nursing Instructor
George Green Pope	Automotive Mechanics
Ann M. Revels	Business Education
Norman D. Rosser	Masonry
Virginia B. Simkins	Communicative Skills
James C. Taylor	Learning Lab Coordinator
Tommy E. Williams	Mathematics and Science

SECRETARIAL STAFF

Lola B. Bracey	Secretary, President
Mary P. Hughes	Secretary, Adult Education
Lynne R. Parker	Secretary, Business Manager
Candice H. Smith	Secretary, Student Personnel
Gayle L. Wilkes	Secretary, Occupational Education

History

Robeson Technical Institute began in August, 1965, as an extension of Fayetteville Technical Institute, Fayetteville, N. C. The opening of the school at Barker Ten Mile was the outgrowth of much enthusiasm and work on the part of interested Robeson County citizens in order to meet a long-felt need in this area to train post-secondary students at the technical and trade levels.

During the first year the school offered two daytime programs, Secretarial Science and Farm Machinery Mechanics, with approximately six hundred enrolled in Adult Basic Education and in twelve extension courses. The Learning Laboratory and the MDTA program brought further education to approximately five hundred others in the area. The second year of operation saw an increase in the daytime program from two to five courses with seventy-five enrolled.

The fall of 1967 brought the severance of ties with Fayetteville Technical Institute, and local control is now vested in an eight-member Board of Trustees who contribute their time and efforts as a public service. Robeson Tech is under the administration of the State Board of Education, Department of Community Colleges, and support is provided by public funds from local, state, and federal sources. During the fourth year over three thousand people received educational opportunities through all the programs offered. From this successful beginning and the potential for broader service, the school looks forward to even greater growth and service in the future.

Philosophy and Objectives

The ultimate aim of the Robeson Technical Institute is to prepare people for effective community membership and gainful employment. The school accepts the responsibility of total development of the individual student in order to achieve this aim.

Vocational competency at the entrance levels in technologies and trades is a major objective in the curriculum programs. The industrial and business growth and development largely depends on attractive and meaningful educational programs for a large number of youth. Realizing this fact, the Institute constantly strives to inspire young people and adults to increase their knowledge and to develop occupational proficiencies and skills.

General Information

ACCREDITATION

Robeson Technical Institute is a member of the Department of Community Colleges of North Carolina. All programs offered by the Institute have been officially approved by the North Carolina State Board of Education, by the Veterans Administration, and by the North Carolina Department of Vocational Rehabilitation. The Practical Nursing Program is fully approved by the North Carolina Board of Nursing.

LOCATION AND FACILITIES

Robeson Technical Institute is located approximately 7 miles northeast of Lumberton and 9 miles southeast of Saint Pauls off Highway 301. The Institute is equipped to provide convenient and ample classroom space for the academically related subjects. Two new buildings have been constructed for shop areas, and another building has been renovated for added office space. Special equipment for all shops, laboratories, and classrooms has been selected to provide opportunity for skill-building practice in using modern tools and machines.

Students may buy all textbooks and supply items needed for courses at the school bookstore.

Dormitory facilities are not provided by Robeson Technical Institute. Students who cannot commute are expected to arrange their own living accommodations. The office of Student Personnel will help those who request aid in locating accommodations, but Robeson Technical Institute does not assume responsibility for housing.

The school provides bus service at a nominal fee for students who wish transportation from Lumberton to Robeson Tech. Interested persons may secure further information at the Student Personnel Office.

LIBRARY

The Robeson Technical Institute Library is located near the center of the main campus where it is convenient to all students. The Library has a growing collection of books and materials, most of which are related to the Degree and Diploma programs offered by the Institute. These are selected by a professional librarian in

consultation with faculty, students, and administrative personnel. In addition to the book collection, the library subscribes to approximately 85 periodicals and 5 newspapers.

Audio-visual materials and equipment are housed in the library. The library is open to persons in business, industry, and the community for reference materials not found in other area libraries. All students and faculty members are encouraged to use the library. The library is open from 8:00 a.m. to 4:00 p.m., Monday through Friday, and 6:30 p.m. to 10:00 p.m., Monday through Thursday. A professional librarian and an assistant are on duty at all times to provide the user with assistance.

Programs of Study

DEGREE PROGRAM

Students choosing to enter a Degree program must meet educational and aptitude requirements applicable to the individual course of their choosing. Degree programs require two years for completion, and graduates are awarded the Associate of Applied Science Degree.

Two-Year Curriculums

Accounting
Business Administration
Executive Secretarial Science

DIPLOMA PROGRAM

Courses in the Diploma area require one full year of participation, and a diploma is awarded upon completion of the program.

One Year Curriculums

Automotive Mechanics
Building Trades Drafting
Brick Masonry
Carpentry and Cabinet Making
Electrical Installation and Maintenance
Practical Nursing
Welding

ADMISSION REQUIREMENTS

Any high school graduate, or any high school non-graduate eighteen years old or older, who is able to profit from further formal education may be admitted. When a student meets the specific admission requirements for a given curriculum, he may be enrolled and may remain in the program for as long as he makes satisfactory progress. An application form must be submitted for the course desired. Upon receipt, the Student Personnel Office will inform the prospective student of admission and registration procedures. As part of the admissions process, entrance tests are given for guidance purposes, transcripts of previous education are required, and a personal interview is held with each student prior to his placement in a program of instruction. Each applicant is notified in writing when he has been accepted in a program of instruction. Credit is granted for previous educational training from accredited institutions.

Students are expected to register for course work on the day specified each quarter in the Academic Calendar. A \$5.00 late registration fee will be charged to students registering after the announced registration day.

Those wishing to enter a course of study in the evening school should make application by telephone, in person, or by writing to the Director of Extension Programs.

ADMISSION PROCEDURES

Application forms may be obtained in person or by telephoning or writing to: Robeson Technical Institute

P. O. Box 98

Saint Pauls, North Carolina 28384

The telephone number is Lumberton, N. C., 738-4241

Applicants will be required to complete the following steps:

1. Submit application
2. Submit a transcript of high school records
3. Complete placement tests
4. A \$5.00 deposit is required with all completed applications. This deposit is not refundable, but will be deducted from the total fees charged the first quarter the applicant is enrolled, if within one year from the date the deposit is made.
5. Arrange with the Personnel Office for an interview.

EXPENSES

Tuition: An activity fee of \$15.00 per year is required. The tuition fee of \$32.00 per quarter is paid at registration for each quarter.

Students must purchase such books and supplies as are required for their course of study. The amount varies but averages

about \$30.00 per quarter. For non-residents of the State of North Carolina tuition is two and one-half times the amount listed above.

FINANCIAL AID

Student financial assistance in the form of scholarships and loans is increasing annually. Aid is provided on the basis of need or scholarship or a combination of these factors.

Requests for scholarship applications or financial aid should be directed to the office of Student Personnel Services.

SAINT PAULS J. C. SCHOLARSHIP

The Saint Pauls Jaycees, Saint Pauls, N. C., awards a tuition scholarship each year to a graduate of the Saint Pauls City Schools.

THE ROBESON TECHNICAL INSTITUTE SCHOLARSHIP

This scholarship is provided annually by the faculty and staff of Robeson Tech.

SCHOLARSHIPS AT LARGE

Each year many scholarships are donated by civic groups, business firms, and interested individuals.

VOCATIONAL REHABILITATION AID

By the act of the United States Congress, any physically handicapped student may be eligible for financial aid and for scholarship assistance. If a prospective student had any physical limitation, the student may contact the nearest office of the N. C. Vocational Rehabilitation, or make his request through the office of Student Personnel.

VETERANS AND WAR ORPHANS

All curriculum programs offered by Robeson Technical Institute are approved by the Veterans Administration for enrollment by veterans and/or war orphans under chapter 35, Title 38, United States Code. Interested persons should contact their nearest Veterans Service Office or Robeson Technical Institute for further information.

JAMES E. AND MARY Z. BRYAN FOUNDATION STUDENT LOAN PLAN

Students who are enrolled on a full-time basis in Diploma or Degree programs and who meet other qualifications may borrow

up to \$500.00 per year. The money is to be used for tuition, fees, equipment, books, and living expense.

WORK-STUDY PROGRAM

Under this program a limited number of students may be employed on a part-time basis by the Institute. To be eligible, an applicant must be less than 21 years of age and must need the earnings to begin or continue training on a full-time basis.

REFUNDS

Refunds for full-time students shall not be made available unless the student is compelled to withdraw from school for unavoidable reasons. In such cases \$20.00 may be refunded if a student withdraws within the first 10 calendar days of the quarter.

The State Board has authorized modification of the tuition refund policy so that veterans or war orphans receiving benefits under U. S. Code, Title 38, Chapters 33 and 35, can be refunded the pro rata portion of the tuition fee not used up at the time of withdrawal of such students.

STUDENT ACTIVITIES

To create an environment stimulating student interest, school spirit, and individual growth, Robeson Tech supports and encourages activities supplementing the academic program.

Each full-time curriculum student automatically is a member of the Student Government Association. The aims of this organization are to foster a spirit of cooperation among students and faculty, to coordinate and regulate student activities, to uphold high standards of personal conduct, to promote and encourage activities for the best interest of the school, and to develop good citizens through experience in government. The student body at large elects officers, and each curriculum area elects one representative.

The R. T. I. Echo, the student newspaper, provides notice of significant developments and achievements related to the students and the Institute. All Curriculum students are eligible for the staff of the R. T. I. Echo.

Athletic activities on campus are restricted to intramural activities. Equipment, scheduled play, and tournaments may be made available for activities if sufficient interest is demonstrated.

Clubs may be organized in interest areas at the request of a sufficient number of students. Upon request to form an organization, the student group must present to the administration a document stating the purpose, the proposed structure of organization, and suggest a faculty adviser.

STUDENT PERSONNEL SERVICES

Guidance and counseling services are available to every student from pre-admission through graduation, including transfer or job placement. The services of counselors are offered to all students who are concerned with problems: Personal, vocational, or academic. Students are encouraged to use these services to the fullest extent and are welcome at the Student Personnel Office at any time.

Each applicant to Robeson Technical Institute is given a series of tests for entrance procedures and as a counseling tool for placement in the curriculum he wants to take.

All new students participate in an orientation program designed to acquaint them with Robeson Technical Institute's administrative officers, faculty, and others. Rules, policies and privileges are discussed.

JOB PLACEMENT

Job placement service is provided for graduates of Robeson Tech. Contact is maintained with business and industrial firms in an effort to identify job opportunities in the various career fields taught at the Institute. The purpose of the job placement service is to help students establish contact with prospective employers and present their qualifications for entry-level employment. The responsibility for securing employment rests entirely with the individual.

ATTENDANCE

In order to obtain the full benefit of a course of study, students should be in attendance regularly and without interruptions. Acceptable reasons for absences are:

1. Illness or injury to student
2. Illness or death in the immediate family
3. Inclement weather (snowstorms, hurricanes, ice, etc.)
4. Emergency

After three absences for the quarter, a student is referred to the Director of Student Personnel. If a case warrants further action, the student is referred by the Director of Student Personnel to the Academic Council. Excessive absences with no valid excuses will not be tolerated.

CLASS SCHEDULE

Classes for full-time curriculum courses are offered between the hours of 8:00 a.m. and 4:00 p.m. five days a week. Non-credit courses for personal, occupational, and community improvement are offered during evening hours.

CONTACT HOURS

The contact hours shown in the catalogue are minimal. It is a policy of this institution to permit students to enroll in additional subjects and laboratory work beyond those shown in the catalogue.

When, in any quarter, the total weekly contact hours listed are fewer than twenty-five hours in a degree program and fewer than thirty hours in a diploma program, a student may enroll on request for additional instructional hours. A student may carry a total of twenty-five hours per week in a degree program and thirty hours per week in a diploma program if extra instructional hours assigned are consistent with the program and appropriate to the student.

GRADING PROCEDURES

Each grade is assigned a "grade point" equivalent in quality points for each quarter credit hour scheduled. The scholastic point average is determined by dividing the total quality points earned by the number of quarter hours scheduled.

GRADE	GROUP POINT EQUIVALENT						
A—Excellent	4	Quality Points for each Quarter Hour					
B—Good	3	"	"	"	"	"	"
C—Average	2	"	"	"	"	"	"
D—Below Average	1	"	"	"	"	"	"
E—Failing	0	"	"	"	"	"	"

Inc.—Incomplete (An incomplete signifies that the student has failed to complete assigned work because of justifiable circumstances. An incomplete becomes an "F" if the work is not made up during the next quarter.

WF—Withdrawal Failing (This signifies that a student has been dropped from school or course because of failing grades or excessive absences).

WP—Withdrawal Passing (This signifies that a student has withdrawn with passing grades).

Students will receive their grade reports at the end of each quarter.

ACADEMIC DEFICIENCY

Any student whose quality point average for any given quarter's work falls below a minimum of 2.0 will be placed on the "Academic Deficiency" list. If his subsequent quarter's work also fails to meet this minimum, he may be requested to withdraw from school or drop certain courses and/or take remedial work.

REQUIREMENTS FOR GRADUATION

To be eligible for graduation the student must:

1. Successfully complete his course of study as listed in this catalogue.
2. Have sufficient quality points to average 2.0 in his total program.
3. Have passing grades on all assigned courses.
4. Have taken care of all financial obligations to the Robeson Technical Institute.

HONORS

A graduating student who has earned a quality point average of 3.0 during his work at the Technical Institute will be granted a diploma or degree with honors. A student with 4.0 average will graduate with highest honors.

GENERAL REGULATIONS

Students are responsible for observance of all regulations and policies established by the administration. Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity that characterize the behavior of mature ladies and gentlemen.

The administration reserves the right to suspend or dismiss any student when it believes such action is in the best interest of the institute or the student.

CHANGES IN REGULATIONS

Robeson Technical Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary.

WITHDRAWALS

Students who transfer or who withdraw from the Institute during the school year must first consult with the Director of Student Personnel. Requests to withdraw must be in writing. This will protect the student's scholastic record, his right to re-enroll, and the right to transfer to another institution in good standing.

RE-ADMITTANCE

When a student withdraws from school due to hardship or illness, he may be permitted to re-enter at the beginning of the quarter in which those courses will be taught again. A student

dismissed from school by the Administration may be allowed to re-enter the following September for a probationary period of six weeks.

TRANSFER STUDENTS

Robeson Technical Institute will consider acceptance of credits from all institutions within the Department of Community Colleges, accredited colleges, business, and vocational schools on an individual basis. Where course content is comparable, grades of "C" or better will be considered. A transcript of all previous academic work must be submitted.

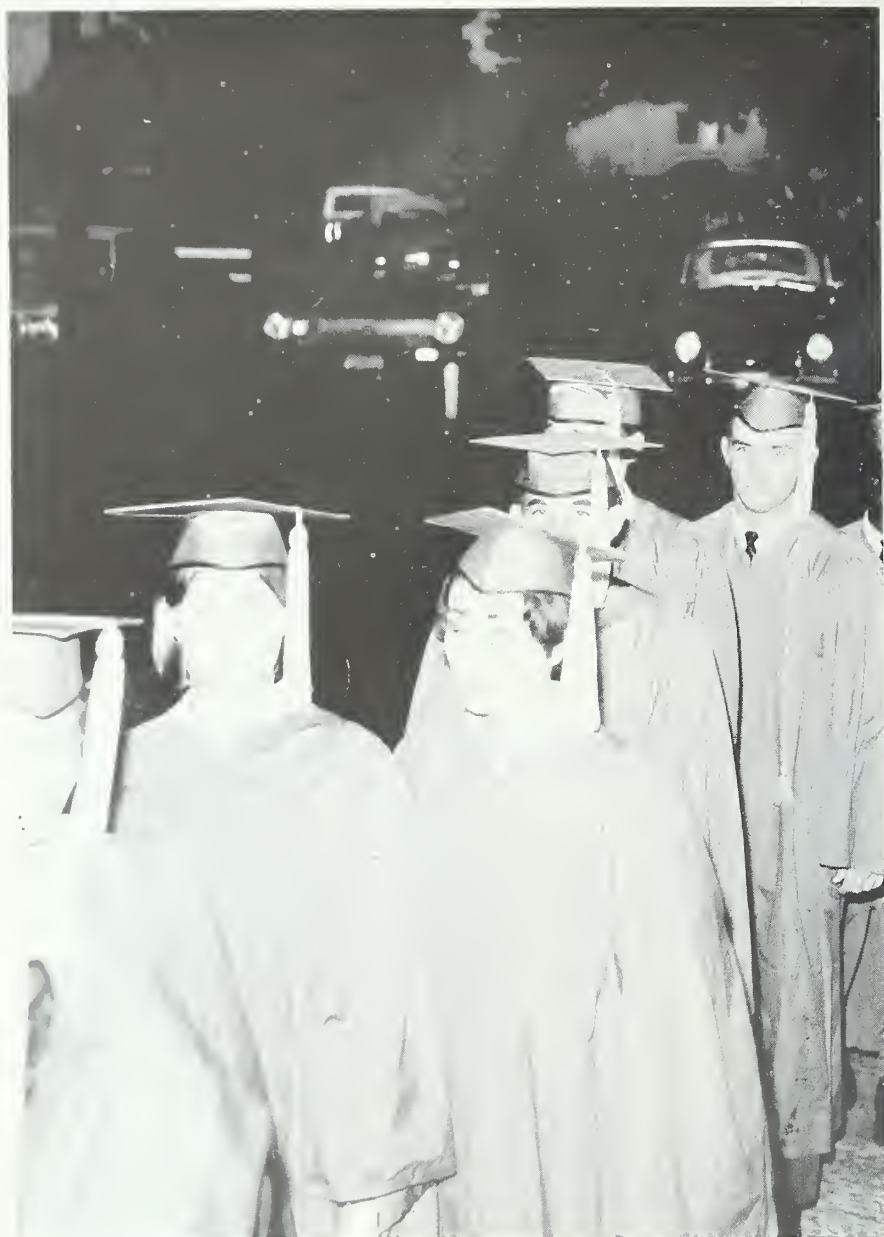
DRAFT DEFERMENT

Draft deferment forms No. 109 are mailed to the local Selective Service Boards upon request after registration.

ADMINISTRATIVE OFFICE HOURS

Robeson Technical Institute administrative office hours are Monday through Friday from 8:00 A.M. to 5:00 P.M., and Monday through Thursday from 7:00 P.M. to 10:00 P.M.





Description of Courses



ACCOUNTING

INTRODUCTION

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities result from the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained personnel in the area of accounting to help managers keep track of a firm's operation.

PURPOSE

The Accounting Curriculum is designed to fill this need for accountants by offering students the detailed accounting theories and practical skills for entry into the accounting profession.

The specific objectives of the Accounting Curriculum are to develop the following competencies:

1. Understanding of the detail fundamentals of accounting and analysis of financial statements and auditing.
2. Understanding of the principles of organization and management in business operations, business law, and taxes.
3. Understanding the skill in effective communications for business.

JOB DESCRIPTION

The duties and responsibilities of an accountant vary somewhat in different firms. These may include: recording transactions,

render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting Curriculum will qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare them to become office managers, accounting supervisors, and to fill other responsible positions in a business firm.

ACCOUNTING SUGGESTED CURRICULUM BY QUARTERS

Course Title			Hours	Per-Week	Quarter
			Class	Lab.	Hours Credit
FIRST QUARTER					
T-ENG 101E	English	Enrichment*	2	0	0
T-ENG 101	Grammar		3	0	3
T-BUS 102	Typewriting		2	3	3
T-MAT 110	Business	Mathematics	5	0	5
T-BUS 101	Introduction to	Business	5	0	5
T-ECO 102	Economics		5	0	5
			—	—	—
			22	3	21
SECOND QUARTER					
T-ENG 102	Composition		3	0	3
T-ECO 104	Economics		5	0	5
T-BUS 123	Business	Finance	3	0	3
T-BUS 120	Accounting		5	2	6
T-BUS 115	Business	Law	5	0	5
T-BUS 103	Typewriting		1	1	1
			—	—	—
			22	3	23
THIRD QUARTER					
T-ENG 103	Report	Writing	3	0	3
T-BUS 124	Business	Finance	3	0	3
T-BUS 239	Marketing		5	0	5
T-BUS 121	Accounting		5	2	6
T-BUS 116	Business	Law	5	0	5
T-BUS 272	Principles of	Supervision	3	0	3
			—	—	—
			24	2	25

FOURTH QUARTER

T-ENG 204	Oral Communication	3	0	3
T-BUS 110	Office Machines	3	2	4
T-BUS 122	Accounting	5	2	6
T-EDP 104	Introduction to Data Processing	3	2	4
T-BUS 219	Credit Procedures and Problems	3	0	3
		17	6	20

FIFTH QUARTER

T-ENG 206	Business Communications	3	0	3
T-BUS 211	Office Machines	3	2	4
T-BUS 222	Intermediate Accounting	5	2	6
T-BUS 247	Business Insurance	3	0	3
T-BUS 235	Business Management	3	0	3
		17	4	19

SIXTH QUARTER

T-PSY 206	Applied Psychology	3	0	3
T-BUS 225	Cost Accounting	3	2	4
T-BUS 229	Taxes	3	2	4
T-BUS 223	Intermediate Accounting	5	2	6
T-SSC 201	Social Science	3	0	3
		17	6	20

* Selected individuals as recommended by instructor.

ACCOUNTING COURSE DESCRIPTIONS BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
T-ENG 101E English Enrichment	2	0	0

Designed primarily for those students who need individual assistance in those subjects covered in T-ENG 101. Attendance is mandatory at the discretion of instruction.

Prerequisite: None.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-ENG 101 Grammar	3	0	3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

T-BUS 102—Typewriting	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscript.

Prerequisite: None.

T-MAT 110 Business Mathematics	5	0	5
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent use of mathematics in the field of business.

Prerequisite: None.

T-BUS 101 Introduction to Business	5	0	5
---	---	---	---

A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None.

T-ECO 102 Economics	5	0	5
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The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

SECOND QUARTER

T-ENG 102 Composition	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sen-

Course Title

Hours Per Week		Quarter Hours Credit
Class	Lab.	

tence, paragraph and whole composition.

Prerequisite: T-ENG 101.

T-ECO 104 Economics

5	0	5
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Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

T-BUS 123 Business Finance

3	0	3
---	---	---

Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.

Prerequisite: None.

T-BUS 120 Accounting

5	2	6
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Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.

Prerequisite: T-MAT 110.

T-BUS 115 Business Law

5	0	5
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A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

Prerequisite: None.

T-BUS 103 Typewriting

1	1	1
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Designed to improve speed and accuracy with continued emphasis on subjects taught in T-BUS 102.

THIRD QUARTER**T-ENG 103 Report Writing**

3	0	3
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The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
devises are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.			

T-BUS 124 Business Finance	3	0	3
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Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.

Prerequisite: T-BUS 123.

T-BUS 239 Marketing	5	0	5
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A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.

Prerequisite: None.

T-BUS 121 Accounting	5	2	6
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Continuation of accounting principles learned in 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.

T-BUS 116 Business Law	5	0	5
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Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights.

Prerequisite: T-BUS 115.

T-BUS 272 Principles of Supervision	3	0	3
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A study of the basic responsibilities of the supervisor and develop an understanding of the supervisor's relationship to superiors, subordinates and associates. Provides an overview to different methods and techniques of supervision with emphasis on securing an effective work force.

FOURTH QUARTER

T-ENG 204 Oral Communication	3	0	3
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A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	

placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews.
Prerequisite: T-ENG 101.

T-BUS 110	Office Machines	3	2	4
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A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator.

Prerequisite: None.

T-BUS 122	Accounting	5	2	6
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Partnership and corporation accounting including a study of pay-rolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems.

Prerequisite: T-BUS 120.

T-EDP 104	Introduction to Data Processing Systems	3	2	4
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Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.

T-BUS 219	Credit Procedures and Problems	3	0	3
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Develops an understanding of the principles of credit collection, control, and security. Presents fundamentals of the collection agency principle.

FIFTH QUARTER

T-ENG 206	Business Communcation	3	0	3
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Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences,

letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry.

Prerequisite: T-ENG 102.

T-BUS 211 Office Machines	3	2	4
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Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.

Prerequisite: T-BUS 110.

T-BUS 222 Intermediate Accounting	5	2	6
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Thorough treatment of the field of general accounting, providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital.

Prerequisite: T-BUS 121.

T-BUS 247 Business Insurance	3	0	3
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A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included.

Prerequisite: None.

T-BUS 235 Business Management	3	0	3
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Principles of business management, including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements.

SIXTH QUARTER

T-PSY 206 Applied Psychology	3	0	3
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A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so

that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

Prerequisite: None.

T-BUS 225 Cost Accounting	3	2	4
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Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures.

Prerequisite: T-BUS 21.

T-BUS 229 Taxes	3	2	4
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Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

T-BUS 223 Intermediate Accounting	5	2	6
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Additional study of intermediate accounting with emphasis on investments, plants and equipment, intangible assets and deferred charges, long-term liabilities, paid-in capital, retained earnings, and special analytical processes.

Prerequisite: T-BUS 222.

T-SSC 201 Social Science	3	0	3
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An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: T-BUS 121.





BUSINESS ADMINISTRATION

INTRODUCTION:

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level.

PURPOSE:

The Business Administration Curriculum is designed to prepare the graduate for employment and immediate effectiveness in many types of administrative and management trainee positions throughout the industrial community. The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

JOB DESCRIPTION:

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales or office manager trainee to specialized duties in production, quality control, or inventory control. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data, credit and billing, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in businesses such as advertising; banking; credit; finance; retailing; wholesaling; hotel; tourist, and travel industry; insurance; transportation; and communications.

BUSINESS ADMINISTRATION SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-ENG 101E English Enrichment*	2	0	0
T-BUS 102 Typewriting	2	3	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-ECO 102 Economics	5	0	5
	22	3	21
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-ECO 104 Economics	5	0	5
T-BUS 123 Business Finance	3	0	3
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	5	0	5
T-BUS 103 Typewriting	1	1	1
	22	3	23
THIRD QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 124 Business Finance	3	0	3
T-BUS 230 Marketing	5	0	5
T-BUS 121 Accounting	5	2	6
T-BUS 116 Business Law	5	0	5
T-BUS 272 Principles of Supervision	3	0	3
	24	2	25

Course Title			Hours	Per Week	Quarter
			Class	Lab.	Hours Credit
FOURTH QUARTER					
T-ENG 204	Oral Communication		3	0	3
T-BUS 243	Advertising		3	2	4
T-BUS 233	Personnel Management		3	0	3
T-BUS 110	Office Machines		3	2	4
T-EDP 104	Introduction to Data Processing		3	2	4
T-BUS 219	Credit Procedures & Problems		3	0	3
			18	6	21

FIFTH QUARTER

T-ENG 206	Business Communication	3	0	3
T-BUS 235	Business Management	5	0	5
T-BUS 247	Business Insurance	3	0	3
T-BUS 211	Office Machines	3	2	4
T-BUS 232	Sales Development	5	0	5
T-BUS 237	Wholesaling	3	0	3
		22	2	23

SIXTH QUARTER

T-PSY 206	Applied Psychology	3	0	3
T-BUS 271	Office Management	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 245	Retailing	3	0	3
T-BUS 241	Sales Promotion Management	3	0	3
T-SSC 201	Social Science	3	0	3
		18	2	19

* Selected individuals as recommended by instructor.

BUSINESS ADMINISTRATION COURSE DESCRIPTIONS BY QUARTERS

		Hours	Per-Week	Quarter
		Class	Lab.	Hours Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3

Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

Prerequisite: None.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-ENG 101E English Enrichment	2	0	0

Designed primarily for those students who need individual assistance in those subjects covered in T-ENG 101. Attendance is mandatory at the discretion of instruction.

Prerequisite: None:

T-BUS 102 Typewriting	2	3	3
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Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

Prerequisite: None.

T-MAT 110 Business Mathematics	5	0	5
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This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

Prerequisite: None.

T-BUS 101 Introduction to Business	5	0	5
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A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management.

Prerequisite: None.

T-ECO 102 Economics	5	0	5
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The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption both in relation to the individual enterprise and to society at large.

Prerequisite: None.

SECOND QUARTER

T-ENG 102 Composition	3	0	3
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Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition.

Prerequisite: T-ENG 101.

T-ECO 104 Economics	5	0	5
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Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems.

Prerequisite: T-ECO 102.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 123 Business Finance	3	0	3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing.			
Prerequisite: None.			
T-BUS 120 Accounting	5	2	6
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include application of the principles learned.			
Prerequisite: T-MAT 110.			
T-BUS 115 Business Law	5	0	5
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
Prerequisite: None.			
T-BUS 103 Typewriting	1	1	1
Designed to improve speed and accuracy with continued emphasis on subjects taught in T-BUS 102.			

THIRD QUARTER

T-ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: T-ENG 102.			
T-BUS 124 Business Finance	3	0	3
Financing, federal, state, and local government and the ensuing effects upon the economy. Factors affecting supply of funds, monetary and credit policies.			
Prerequisite: T-BUS 123.			
T-BUS 239 Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process.			
Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 121 Accounting	5	2	6
Continuation of accounting principles learned in 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.			
T-BUS 116 Business Law	5	0	5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.			
T-BUS 272 Principles of Supervision	3	0	3
A study of the basic responsibilities of the supervisor and develop an understanding of the supervisor's relationship to superiors, subordinates and associates. Provides an overview to different methods and techniques of supervision with emphasis on securing an effective work force.			
FOURTH QUARTER			
T-ENG 204 Oral Communication	3	0	3
A study of basic concepts and principles of oral communications to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.			
T-BUS 243 Advertising	3	2	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy of various media. Prerequisite: None.			
T-BUS 233 Personnel Management	3	0	3
A study of the fundamental differences in the theories (schools) in dealing with the human resource in industry. Primary emphasis on human relations management versus the scientific approach. Overview of the social aspect of the management environment.			
T-BUS 110 Office Machines	3	2	4
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-EDP 104 Introduction to Data Processing	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.			

T-BUS 219 Credit Procedures & Problems	3	0	3
Develops an understanding of the principles of credit collection, control, and security. Presents fundamentals of the collection agency principle.			

FIFTH QUARTER

T-ENG 206 Business Communication	3	0	3
Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, remittances, and inquiry. Prerequisite: T-ENG 102.			

T-BUS 235 Business Management	5	0	5
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business-qualifications and requirements. Prerequisite: T-ENG 102.			

T-BUS 247 Business Insurance	3	0	3
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is included. Prerequisite: None.			

T-BUS 211 Office Machines	3	2	4
Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 110.			

T-BUS 232 Sales Development	5	0	5
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 237 Wholesaling	3	0	3
Develop an understanding of the nature and role and function of wholesaling in the American economy. Emphasis will be placed on the building of a wholesaling vocabulary.			

SIXTH QUARTER

T-PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			

T-BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems. Prerequisite: None.			

T-BUS 229 Taxes	3	2	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital, gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.			

T-BUS 245 Retailing	3	0	3
A study of the role of retailing in the economy including development of present retail structure, functions performed, principles governing effective operation and managerial problems resulting from current economic and social trends. Prerequisite: None.			

T-BUS 241 Sales Promotion Management	3	0	3
The scope and activities of sales promotion with emphasis on the coordination of advertising, display, special events, publicity, and management of the sales force. Promotion planning, to include internal and external methods, budgeting and implementation. Prerequisite: T-BUS 243 Advertising.			

T-SSC 201 Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.			



SECRETARIAL - EXECUTIVE

INTRODUCTION

The tremendous business and industrial expansion throughout North Carolina has placed even greater demands on operating executives. Because of these demands, increased emphasis has been placed on the requirements for more and better qualified stenographers and executive secretaries to relieve the manager of routine administrative matters.

PURPOSE

The purpose of this curriculum is to outline a program of instruction that will provide training in secretarial procedures and practices required by business office managers and insure that graduates of this course will be immediately effective upon accepting employment in a business office.

The specific objectives of the Executive Secretarial Curriculum are to develop the following competencies:

1. Skill in typing, dictation, transcription, and business terminology.
2. Special training in accounting, business mathematics, business law, and office machines.
3. Understanding and skill in the effective use of communications, human relations and personality, and social science in business functions.

JOB DESCRIPTION

The graduate of the Executive Secretary program will qualify for a variety of positions requiring skill in dictation, accurate transcription of business letters and reports, general knowledge of the business community, and may be employed as a stenographer or an executive secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The executive secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

SECRETARIAL - EXECUTIVE SUGGESTED CURRICULUM BY QUARTERS

Course Title		Hours	Per-Week	Quarter
		Class	Lab.	Hours Credit
FIRST QUARTER				
T-ENG 101	Grammar	3	0	3
T-ENG 101E	English Enrichment*	2	0	0
T-MAT 110	Business Mathematics	5	0	5
T-BUS 102	Typewriting	2	3	3
T-BUS 101	Introduction to Business	5	0	5
T-BUS 106	Shorthand	3	2	4
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		20	5	20
SECOND QUARTER				
T-ENG 102	Composition	3	0	3
T-BUS 103	Typewriting	2	3	3
T-BUS 107	Shorthand	3	2	4
T-BUS 120	Accounting	3	2	4
T-BUS 115	Business Law	5	0	5
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		16	7	19
THIRD QUARTER				
T-ENG 103	Report Writing	3	0	3
T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 121	Accounting	3	2	4
T-BUS 116	Business Law	5	0	5
		—	—	—
		16	7	19

FOURTH QUARTER

T-ENG 204	Oral Communication	3	0	3
T-BUS 206E	Dictation & Transcription	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 110	Office Machines	3	2	4
T-EDP 104	Introduction to Data Processing	3	2	4
		14	9	18

FIFTH QUARTER

T-BUS 207E	Dictation & Transcription	3	2	4
T-ENG 206	Business Communication	3	0	3
T-BUS 214	Secretarial Procedures	3	2	4
T-BUS 211	Office Machines	3	2	4
T-PSY 112	Personal Development	3	0	3
T-BUS 112	Filing	3	0	3
		18	6	21

SIXTH QUARTER

T-BUS 208E	Dictation & Transcription	3	2	4
T-BUS 271	Office Management	5	0	5
T-BUS 229	Taxes	3	2	4
T-SSC 201	Social Science	3	0	3
T-BUS 183E	Term., Vocabulary, & Spelling	5	0	5
		19	4	21

* Selected individuals as recommended by instructor.

SECRETARIAL - EXECUTIVE COURSE DESCRIPTIONS BY QUARTERS

Hours	Per-Week	Quarter
Class	Lab.	Hours Credit

FIRST QUARTER

T-ENG 101 Grammar	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life.

T-ENG 101E English Enrichment*	2	0	0
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Designed primarily for those students who need individual assistance in those subjects covered in T-ENG 101. Attendance is mandatory at the discretion of instruction.

Prerequisite: None.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-MAT 110 Business Mathematics	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: None.			
T-BUS 102 Typewriting	2	3	3
Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple correspondence, tabulation, and manuscripts. Prerequisite: None.			
T-BUS 101 Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None.			
T-BUS 106 Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None.			

SECOND QUARTER

T-ENG 102 Composition	3	0	3
Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph and whole composition. Prerequisite: T-ENG 101.			
T-BUS 103 Typewriting	2	3	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent. Speed requirement, 30 words per minute for five minutes.			
T-BUS 107 Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 120 Accounting	3	2	4
Principles, techniques and tools of accounting, for understanding of the mechanics of accounting. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.			
Prerequisite: T-MAT 110.			
T-BUS 115 Business Law	5	0	5
A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.			
Prerequisite: None.			

THIRD QUARTER

T-ENG 103 Report Writing	3	0	3
The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.			
Prerequisite: T-ENG 102.			
T-BUS 104 Typewriting	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. The production units are tabulation, manuscript, correspondence, and business forms.			
Prerequisite: T-BUS 103 or the equivalent. Speed requirement, 40 words per minute for five minutes.			

T-BUS 108 Shorthand	3	2	4
Theory and speed building. Introduction to office style dictation. Emphasis on development of speed in dictation and accuracy in transcription.			
Prerequisite: T-BUS 107.			

T-BUS 121 Accounting	3	2	4
Continuation of accounting principles learned in 120 with detailed emphasis on notes, deferrals, accruals. Includes a study of current and fixed assets with special attention to receivables, inventory and plant assets.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
T-BUS 116 Business Law	5	0	5
Includes the study of laws pertaining to bailments, sales, risk-bearing, partnership-corporation, mortgages, and property rights. Prerequisite: T-BUS 115.			

FOURTH QUARTER

T-ENG 204 Oral Communication	3	0	3
A study of basic concepts and principles of oral communication to enable the student to communicate with others. Emphasis is placed on the speaker's attitude, improving diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention given to conducting meetings, conferences, and interviews. Prerequisite: T-ENG 101.			

T-BUS 206E Dictation and Transcription	3	2	4
Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar materials at varying rates of speed. Minimum dictation rate of 100 words per minute required for five minutes on new materials. Prerequisite: T-BUS 108.			

T-BUS 205 Advanced Typewriting	2	3	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation, and the typing of reports, manuscripts and legal documents. Prerequisite: T-BUS 104. Speed requirement, 50 words per minute for five minutes.			

T-BUS 110 Office Machines	3	2	4
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None.			

T-EDP 104 Introduction to Data Processing Systems	3	2	4
Fundamental concepts and operational principles of data processing systems, as an aid in developing a basic knowledge of computers, prerequisite to the detail study of particular computer problems. This course is a prerequisite for all programming courses. Prerequisite: None.			

FIFTH QUARTER

T-BUS 207E Dictation and Transcription 3 2 4
 Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 110 words per minute required for five minutes on new material.
 Prerequisite: T-BUS 206.

T-ENG 206 Business Communication 3 0 3
 Develops skills in techniques in writing business communications. Emphasis is placed on writing action—getting sales letters and prospectuses. Business reports, summaries of business conferences, letters involving credit, collections, adjustments, complaints, orders, acknowledgements, remittances, and inquiry.
 Prerequisite: T-ENG 102.

T-BUS 214 Secretarial Procedures 3 2 4
 Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, and insurance claims.
 Prerequisite: None.

T-BUS 211 Office Machines 3 2 4
 Instructions in the operation of the bookkeeping-accounting machines, duplicating equipment, and the dictating and transcribing machines.
 Prerequisite: T-BUS 110.

T-PSY 112 Personality Development 3 0 3
 Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.
 Prerequisite: None.

T-BUS 112 Filing 3 0 3
 Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, Triple Check, Automatic, Geographic, Subject, Soundex, and Dewey Decimal filing.

SIXTH QUARTER**T-BUS 208E Dictation and Transcription** 3 2 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute, required for five minutes on new material.

Prerequisite: T-BUS 207.

T-BUS 271 Office Management 5 0 5

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.

Prerequisite: None.

T-BUS 229 Taxes 3 2 4

Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance.

Prerequisite: T-BUS 121.

T-SSC 201 Social Science 3 0 3

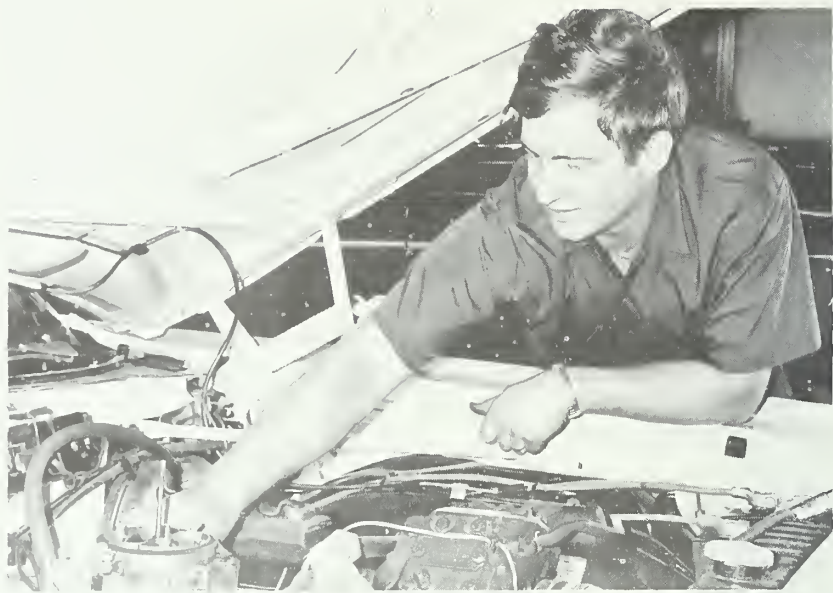
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology.

Prerequisite: None.

T-BUS 183E Terminology, Vocabulary, & Spelling 5 0 5

A course to develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical and professional offices.





AUTOMOTIVE

INTRODUCTION

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses, and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

PURPOSE

The Automotive Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, adjust, and repair automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Specific objectives of the Automotive Curriculum are to develop the following competencies:

1. Understanding of the principles of operation of the internal combustion engine to include mathematics and physics as they apply.
2. Develop ability to read and understand blueprints, sketches, and drawings of all automotive systems.
3. Introduction to Welding for automotive mechanics.
4. Knowledge of human relations, business communications, and an introduction to small business operations.

JOB DESCRIPTION

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they may also service tractors, marine engines, and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They are responsible for the use of shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. In larger shops, mechanics may specialize in one particular area; i.e.: engine tuneups, transmission, power equipment, etc.

AUTOMOTIVE SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	0	2
PME 1101 Internal Combustion Engines	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
PHY 1101 Applied Science (Automotive Related)	3	2	4
DFT 1101 Schematics and Diagrams (En- gines, Measurements, and Tools)	1	2	1
	14	16	19
SECOND QUARTER			
ENG 1102 Communication Skills	3	0	3
PME 1102 Engine Electrical and Fuel Systems	3	15	8
DFT 1102 Schematic and Diagrams (Electrical and Fuel Systems)	1	3	2
PHY 1102 Applied Science (Automotive Related)	3	2	4
	10	20	17
THIRD QUARTER			
PSY 1101 Human Relations	3	0	3
AUT 1123 Automotive Chasis and Suspension Systems	3	9	6
AUT 1121 Braking Systems	3	4	4
AHR 1101 Automotive Air Conditioning	2	3	3
WLD 1101 Basic Gas Welding	1	2	1
	12	18	17

FOURTH QUARTER

BUS 1103	Small Business Operations	3	0	3
AUT 1124	Automotive Power Train Systems	3	9	6
AUT 1125	Automotive Servicing	3	9	6
WLD 1102	Basic Arc Welding	1	2	1
		10	20	16

AUTOMOTIVE COURSE DESCRIPTIONS BY QUARTERS

Hours	Per-Week	Quarter
Class	Lab.	Hours Credit

FIRST QUARTER

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

PME 1101 Internal Combustion Engines 3 12 7

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

Prerequisite: None.

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

PHY 1101 Applied Science 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
DFT 1101 Schematics & Diagrams (Engines, Measurements, and Tools)	1	2	1
Interpretation and reading of blueprints, sketches and drawings. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and diagrams of engines and tools to include measurements in volume. Information on the basic principles of lines, views, dimensioning procedures, and notes.			
Prerequisite: None.			

SECOND QUARTER

ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			
Prerequisite: ENG 1101.			

PME 1102 Engine Electrical and Fuel Systems	3	15	8
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.			
Prerequisite: PME 1101.			

DFT 1102 Schematics and Diagrams (Electrical and Fuel Systems)	1	3	2
Interpretation and reading of blueprints, sketches, and drawings. Development of ability to read, interpret, and understand blueprints, charts, instructions, and service manuals pertaining to automotive, electrical, and fuel systems. Views, dimensioning, and procedures will be stressed.			

PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.			
Prerequisite: PHY 1101.			

THIRD QUARTER

PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
AUT 1123 Automotive Chassis and Suspension Systems	3	9	6
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end alignment.			
Prerequisite: PME 1102.			
AUT 1121 Braking Systems	3	4	4
A complete study of various braking systems employed in automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.			
Prerequisite: PHY 1102.			
AHR 1101 Automotive Air Conditioning	2	3	3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.			
Prerequisite: PHY 1102.			
WLD 1101 Basic Gas Welding	1	2	1
Welding demonstrations by the instructor and practice by students in the welding shop. Safe and correct methods of assembling and operating the welding equipment. Practice will be given for surface welding; bronze welding, silver-soldering, and flame-cutting methods applicable to mechanical repair work.			
Prerequisite: None.			
FOURTH QUARTER			
BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
Prerequisite: None.			
AUT 1124 Automotive Power Train Systems	3	9	6
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.			
Prerequisites: PHY 1102, AUT 1123.			

Course Title

Hours Per Week
Class Lab. Quarter
Hours Credit

AUT 1125 Automotive Servicing

3 9 5

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing and replacing.

Prerequisites: AUT 1123, AUT 1121, AHR 1101.

WLD 1102 Basic Arc Welding

1 2 1

Welding demonstrations by the instructor and practices by students in the use of the arc welding process to fabricate steel. Welded joints are discussed and welded in various positions. Care and maintenance of the arc welder are applied in this course.

Prerequisite: None.





CARPENTRY

INTRODUCTION

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

PURPOSE OF CURRICULUM

The carpentry curriculum is designed to provide the essential training in and knowledge of the basic carpentry skills which will allow the graduate to be immediately effective upon entering the trade. Additional specific objectives of the carpentry curriculum are to develop the following competencies:

1. Skill in the use and maintenance of hand and power tools.
2. Blueprint reading, methods of construction, carpentry mathematics, and building codes.
3. Understanding of the principles of layout, concrete form construction, scaffolding, cabinetmaking and millwork, and finishing.

JOB DESCRIPTION

The carpenter constructs, erects, installs and repairs structures and fixtures of wood, plywood, wallboard and other materials, using carpenter's handtools and powertools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

CARPENTRY SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	0	2
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1110 Blueprint Reading: Building Trades	2	3	3
CAR 1101 Carpentry	3	15	8
	12	18	18
SECOND QUARTER			
ENG 1102 Communication Skills	3	0	3
MAT 1112 Building Trades Mathematics	3	2	4
DFT 1111 Blueprint Reading & Sketching	1	3	2
CAR 1103 Carpentry: Framing	3	15	8
	10	20	17
THIRD QUARTER			
PSY 1101 Human Relations	3	0	3
CAR 1113 Carpentry: Estimating	3	3	4
CAR 1104 Carpentry: Finishing	3	18	9
	9	21	16
FOURTH QUARTER			
CAR 1114 Building Codes	3	0	3
BUS 1103 Small Business Operations	3	0	3
CAR 1102 Carpentry: Millwork & Cabinet Making	3	21	10
	9	21	16

CARPENTRY COURSE DESCRIPTIONS BY QUARTERS

	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.			
Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MAT 1101 Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.			
Prerequisite: None.			

DFT 1110 Blueprint Reading: Building Trades	2	3	3
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.			
Prerequisite: None.			

CAR 1101 Carpentry	3	15	8
A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenter's handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings and foundation wall construction including form construction and erection.			
Prerequisite: None.			

SECOND QUARTER

ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			
Prerequisite: ENG 1101.			

MAT 1112 Building Trades Mathematics	3	2	4
Practical problems dealing with volumes, weights, ratios; mensuration; and basic estimating practices for building materials.			
Prerequisite: MAT 1101.			

DFT 1111 Blueprint Reading & Sketching	1	3	2
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three view and pictorial sketches.			
Prerequisite: DFT 1110.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
CAR 1103 Carpentry: Framing	3	15	8
Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including: floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as: electrical, air conditioning, heating, and plumbing.			
Prerequisites: CAR 1101, DFT 1111.			

THIRD QUARTER

PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			

CAR 1113 Carpentry: Estimating	3	3	4
This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.			
Prerequisites: DFT 1111, MAT 1112.			

CAR 1104 Carpentry: Finishing	3	18	9
Exterior and interior trim and finish carpentry will complete the general carpentry program. Included will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built-in equipment and cabinets.			
Prerequisites: CAR 1103, DFT 1111.			

FOURTH QUARTER

CAR 1114 Building Codes	3	0	3
A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.			
Prerequisite: CAR 1103.			
Corequisite: CAR 1104.			

BUS 1103 Small Business Operations

3	0	3
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An introduction to the business world, problems of small business operations, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.

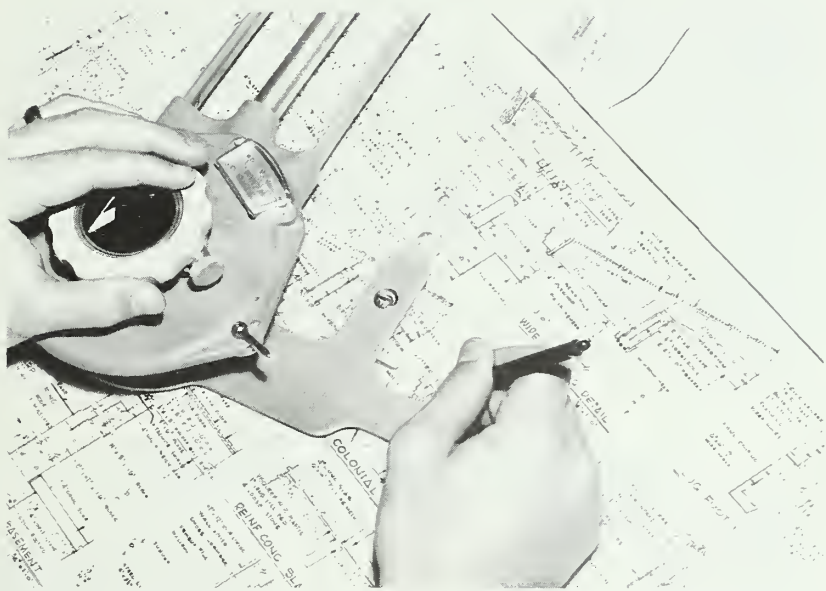
CAR 1102 Carpentry: Millwork and Cabinet-making

3	21	10
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Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built-in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes will also be studied.

Prerequisites: CAR 1101, DFT 1110.





DRAFTING – BUILDING TRADES

Introduction

PURPOSE OF CURRICULUM

This curriculum is designed to prepare students to enter the field of architectural drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter architectural drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel—administrative, architects, engineers, skilled workmen—and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

JOB DESCRIPTION

Draftsman prepares clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions: makes final sketch of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part

to another, and the relation of the various parts to the whole structure. Makes any adjustments or changes necessary or desired. Inks in lines and letters on pencil drawings as required. Exercises manual skill in the manipulation of triangle, T-square, and other drafting tools. Lays tracing paper on drawing and traces drawing in pencil or ink. Makes charts for representation of statistical data. Makes finished designs from sketches. Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

Building trades draftsman performs the general duties of a draftsman and also specializes in organizing and drawing of working drawings from final preliminary sketches from the designer, mechanical equipment and structural drawings included.

DRAFTING — BUILDING TRADES SUGGESTED CURRICULUM BY QUARTERS

Course Title				Hours	Per-Week	Quarter
				Class	Lab.	Hours Credit
FIRST QUARTER						
ENG 1101	Realing	Improvement		2	0	2
DFT 1139	Drafting			3	15	8
DFT 1144	Building	Materials and Methods		3	2	4
MAT 1102	Algebra			5	0	5
				—	—	—
				13	17	19
SECOND QUARTER						
ENG 1102	Communication	Skills		3	0	3
DFT 1140	Building	Trades: Drafting		3	11	7
MAT 1103	Geometry			3	2	4
PHIY 1101	Applied	Science		3	2	4
DFT 1143	Building	Mechanical Equipment		3	0	3
				—	—	—
				15	15	21
THIRD QUARTER						
DFT 1141	Building	Trades: Drafting		3	12	7
PHY 1102	Applied	Science		3	2	4
PSY 1191	Human	Relations		3	0	3
DFT 1145	Specifications	and Contracts		3	0	3
DFT 1146	Student	Project			4	1
				—	—	—
				12	18	18

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
FOURTH QUARTER			
DFT 1148	Introduction to Structural Drafting		
	2	3	3
MAT 1104	Trigonometry		4
CIV 1101	Surveying		6
BUS 1103	Small Business Operations		3
DFT 1146E	Student Project		2
	12	18	18

BUILDING TRADES — DRAFTING COURSE DESCRIPTIONS BY QUARTERS

Hours	Per-Week		Quarter Hours Credit
	Class	Lab.	

FIRST QUARTER

ENG 1101 Reading Improvement 2 0 2
 Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.
 Prerequisite: None.

DFT 1139 Drafting 3 15 8
 An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawings will be included at the appropriate time.
 Prerequisite: None.

DFT 1144 Building Materials and Methods 3 2 4
 Materials used in the construction of architectural structures will be studied. Their economic values and limitations affected by locality, budget and codes. Field trips to construction sites and study of manufacturer's specifications for materials. Standard sizes of structural materials and modular construction techniques.
 Prerequisite: None.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MAT 1102 Algebra	5	0	5
Basic concepts and operations of algebra: historical background of our base-10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variation; graphical and algebraic solution of first degree equation; solution of simultaneous equations by: addition and subtraction, substitution, graphing; exponents, logarithms, tables and interpolation. Prerequisite: None.			

SECOND QUARTER

ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			

DFT 1140 Building Trades: Drafting	3	12	7
An introduction to architectural drafting. Further development of techniques in lettering, dimensioning, freehand sketching and instrument drawing. Drawings of construction details, using appropriate material symbols and conventions. Working details will be prepared from preliminary sketches. Prerequisite: DFT 1122.			

MAT 1103 Geometry	3	2	4
Fundamental properties and definitions, plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: None.			

PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles. Prerequisite: None.			

DFT 1143 Building Mechanical Equipment	3	0	3
General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Prerequisite: DFT 1122.			

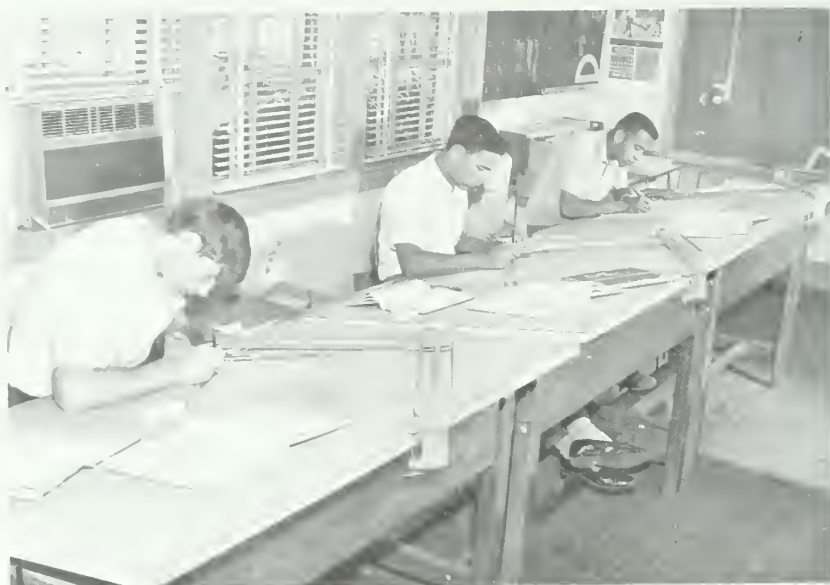
THIRD QUARTER

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
DFT 1141 Building Trades Drafting	3	12	7
Individual and group participation in the preparation of complete working drawings for a complex architectural structure. Study of drafting room organization and relationships of personnel within the architectural office.			
Prerequisites: DFT 1141, DFT 1143, DFT 1144.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.			
Prerequisite: PHY 1101.			
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			
DFT 1145 Specifications and Contracts	3	0	3
The purpose and writings of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties and mutual protection.			
Prerequisites: DFT 1141, DFT 1143, DFT 1144.			
DFT 1146 Student Project	0	4	1
Basic construction principles will be studied and applied by building a scale model of a residence designed by the student. This includes the construction of the foundation, the floor framing, the stud walls, the ceiling, and roof framing in detail; i.e., each component part is cut to the proper dimension and assembled. The sub floor is placed over the floor framing. Sheathing is applied where applicable and other exterior finishing materials are used where necessary to produce the necessary degree of realism in the finished model.			

FOURTH QUARTER

DFT 1148 Introduction to Structural Drafting	2	3	3
An introductory study and drawings of structural plans, details and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection of the structural components.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MAT 1104 Trigonometry	3	2	4
Trigonometric ratios; solving problems with right triangles, using tables, and interpolating; solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions; inverse functions, trigonometric equations. All topics are applied to practical problems.			
Prerequisites: MAT 1102, MAT 1103.			
CIV 1101 Surveying	4	6	6
Basic instrumentation and topography will be studied together with field trips and drafting room application of site surveying.			
Prerequisite: MAT 1104.			
BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business, and employer-employee relations.			
Prerequisite: None.			
DFT 1146E Student Project	0	7	2
A continuation of building a scale-model residence designed by the student.			





BUILDING TRADES – ELECTRICAL INSTALLATION AND MAINTENANCE

INTRODUCTION

The rapid expansion of the national economy and the increasing development of new electrical products is providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will reach 700,000 by 1970. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

PURPOSE

This curriculum will provide a training program which will give the graduate a basic knowledge of electricity and the fundamentals and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

JOB DESCRIPTION AND REQUIREMENTS

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out,

and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of the fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power, and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; and communicative skills.

ELECTRICAL INSTALLATION AND MAINTENANCE SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ELC 1112 Direct and Alternating Current	5	13	9
ENG 1101 Reading Improvement	2	0	2
MAT 1115 Electrical Math	5	0	5
DFT 1110 Blueprint Reading: Building Trades	2	3	3
	14	16	19
SECOND QUARTER			
ELC 1112 Direct and Alternating Current (Continued)	1	4	2
ELC 1124 Residential Wiring	5	9	8
DFT 1113 Blueprint Reading: Electrical	0	3	1
ENG 1102 Communication Skills	3	0	3
PHY 1101 Applied Science	3	2	4
	12	18	18
THIRD QUARTER			
ELC 1113 Alternating Current and Direct Current Motors and Controls	5	12	9
ELC 1124 Residential Wiring (Continued)	0	5	2
PSY 1101 Human Relations	3	0	3
PHY 1102 Applied Science	3	2	4
	11	19	18
FOURTH QUARTER			
ELC 1125 Commercial and Industrial Wiring	5	12	9
ELC 1113 Alternating Current and Direct Current Motors and Controls (Continued)	3	7	5
BUS 1103 Small Business Operations	3	0	3
	11	19	17

ELECTRICAL INSTALLATION AND MAINTENANCE SUGGESTED CURRICULUM BY QUARTERS

Course Title

Hours Class	Per-Week Lab.	Quarter Hours Credit
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FIRST QUARTER

ELC 1112 Direct and Alternating Current	5	13	9
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A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Lirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

Prerequisite: None.

ENG 1101 Reading Improvement	2	0	2
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Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units.

Prerequisite: None.

MAT 1115 Electrical Math	5	0	5
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A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

Prerequisite: None.

DFT 1110 Blueprint Reading: Building Trades 2	3	3	3
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Principles of interpreting blueprints and trade specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

Prerequisite: None.

SECOND QUARTER

ELC 1112 Direct and Alternating Current	1	4	2
(Continued)			

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Lirchhoff's Law. A study of the sources of direct current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

Prerequisite: None.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
ELC 1124 Residential Wiring	5	9	8
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: Services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.			
Prerequisite: ELC 1113, DFT 1110.			

DFT 1113 Blueprint Reading: Electrical	0	3	1
Interpretation of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for domestic and commercial buildings. Sketching schematics, diagrams, and electrical plans for electrical installations using appropriate symbols and notes according to the applicable codes will be a part of this course.			
Prerequisite: DFT 1110.			

ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			

PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.			
Prerequisite: None.			

THIRD QUARTER

ELC 1113 Alternating Current and Direct Current Motors and Controls	5	12	9
Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.			
Prerequisites: ELC 1112, MAT 1115.			

ELC 1124 Residential Wiring	0	5	2
Provides instruction and application in the fundamentals of blueprint reading, planning, layout, and installation of wiring in residential applications such as: Services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.			
Prerequisites: ELC 1113, DFT 1110.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.			

FOURTH QUARTER

ELC 1125 Commercial and Industrial Wiring 5 12 9
 Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.

ELC 1113 Alternating Current and Direct Current Motors and Controls
 (Continued) 3 7 5
 Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.
 Prerequisites: ELC 1112, MAT 1115.

BUS 1103 Small Business Operations 3 0 3
 An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying, layout of equipment and offices, methods of improving business and employer-employee relations.
 Prerequisite: None.



MASONRY

INTRODUCTION

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units and stone. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase, the demand for bricklayers, cement masons, and stonemasons will also increase.

PURPOSE

The Masonry Curriculum is designed to provide the essential training in and knowledge of the basic Masonry skills which will allow the graduate to be immediately effective upon entering the trade. Additionally, other specific objectives of the Masonry Curriculum are to develop the following competencies:

1. Blueprint reading and job layout.
2. Understanding of Masonry Mathematics.
3. Skill and understanding of Masonry Estimating.

JOB DESCRIPTION

The duties and responsibilities of Masons include job layout from blueprints, foundation preparation, and laying of brick, block, tile, and stone in residential and commercial construction. After gaining experience in the various types of the Masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector, and eventually a contractor.

MASONRY SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	0	2
MAS 1101 Bricklaying	5	15	10
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1110 Blueprint Reading: Building Trades	1	2	1
	13	17	18
SECOND QUARTER			
MAS 1102 Bricklaying	5	15	10
MAT 1112 Building Trades Mathematics	3	2	4
DFT 1111 Blueprint Reading & Sketching	2	3	3
	10	20	17
THIRD QUARTER			
MAS 1103 General Masonry	5	15	10
MAS 1113 Masonry Estimating	3	3	4
DFT 1112 Blueprint Reading & Sketching	1	3	2
	9	21	16

MASONRY COURSE DESCRIPTIONS BY QUARTERS

	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			
MAS 1101 Bricklaying	5	15	10
The history of the bricklaying industry. Clay and shell brick, mortar, laying foundations, laying bricks to a line, bonding and tools and their uses. Laboratory work will provide training in the basic manipulative skills. Prerequisite: None.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
MAT 1101 Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.			
Prerequisite: None.			

DFT 1110 Blueprint Reading: Building Trades	1	2	1
Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.			
Prerequisite: None.			

SECOND QUARTER

MAS 1102 Bricklaying	5	15	10
Designed to give the student practice in selecting the proper mortars, layout, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, walls, ties, and caulking methods are stressed.			
Prerequisite: MAS 1101.			

MAT 1112 Building Trades Mathematics	3	2	4
Practical problems dealing with volumes, weights, ratios, mensuration, and basic estimating practices for building materials.			
Prerequisite: MAT 1101.			

DFT 1111 Blueprint Reading & Sketching	2	3	3
Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, walls, elevations, chimneys, fireplaces, arches and cavity wall construction. Development of proficiency in making three view and pictorial sketches.			
Prerequisite: DFT 1110.			

THIRD QUARTER

MAS 1103 General Masonry	5	15	10
Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta, and modular masonry construction theory and techniques.			
Prerequisite: MAS 1102.			

Course Title**Hours Per Week****Quarter****Class****Lab.****Hours
Credit****MAS 1113 Masonry Estimating**

3

3

4

This is a practical course in quantity "take off" from prints of the more common type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.

Prerequisite: MAS 1103.

DFT 1112 Blueprint Reading & Sketching

1

3

2

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plan, walls and various detailed drawings of masonry work.

Prerequisite: DFT 1111.





PRACTICAL NURSING

INTRODUCTION

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, the North Carolina Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education throughout the state.

Students are selected on the basis of demonstrated aptitude for nursing, as determined by pre-entrance tests, interviews with faculty members, high school record, character references, and reports of medical and dental examinations.

Graduates of accredited programs of practical nurse education are eligible to take the licensing examinations given by the North Carolina Board of Nursing. This examination is given twice each year, usually in April and September. A passing score entitles the individual to receive a license and to use a legal title "Licensed Practical Nurse." The license must be renewed annually. The Licensed Practical Nurse can apply for licensure in other states on the basis of a satisfactory examination score, without repeating the examination.

PURPOSE

The aim of the Practical Nurse Education Program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness condi-

tions.

Throughout the one-year program the student is expected to continuously acquire knowledge and understanding related to nursing and the biological and social sciences and to develop skills related to nursing practice, communications, interpersonal relations, and use of good judgment. Evaluation of student performance consists of tests on all phases of course content, evaluation of clinical performance, and evaluation of adjustment to the responsibilities of nursing. A passing score is required on all graded work, plus demonstrated progress in application of nursing skills to actual patient care.

A graduate of the Licensed Practical Nurse Program will have suitable personal characteristics, ability to adapt knowledge and understandings of nursing principles to a variety of situations, technical skills for performance of bedside nursing, appreciation for differences of people and for the worth of every individual, a desire to serve and help others, and readiness to conform to the requirements of nursing ethics and hospital policies.

JOB DESCRIPTION

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices, and in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse and/or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

PRACTICAL NURSING SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
PN 1101 Fundamentals of Practical Nursing	10	*15	12
PN 1102 Body Structure & Function	**12	0	7
MAT 1105 Math for Nurses	** 5	0	3
ENG 1101 Reading Improvement	3	0	3
	**30/*13	*15	25
SECOND QUARTER			
PN 1107 Medical Surgical Nursing I	6	24	9
PN 1111 Drug Administration	3	0	3
PN 1105 Nutrition	3	0	3
	12	24	15

Course Title		Hours Per Week		Quarter Hours Credit
		Class	Lab.	
THIRD QUARTER				
PN 1110	Medical Surgical Nursing II	9	16	14
PSY 1101	Human Relations	3	0	3
PN 1114	Family Units	3	0	3
		—	—	—
		15	16	20
FOURTH QUARTER				
PN 1108	Obstetric-Pediatric Nursing	7	24	15
PN 1116	Vocational Adjustment	2	0	2
		—	—	—
		9	24	17

* Last Four (4) Weeks of Quarter

** First Seven (7) Weeks of Quarter

PRACTICAL NURSING COURSE DESCRIPTIONS BY QUARTERS

Hours	Per-Week	Quarter
Class/Lab.	Clinic	Hours Credit

FIRST QUARTER

PN 1101 Fundamentals of Practical Nursing 10 *15 12

Designed to teach the Practical Nursing students the principles involved in good nursing care and an understanding of her profession through the study of the history of nursing, role of the Practical Nurse in the hospital, relationship to the patients' environment, and the responsibilities of patient hygiene, and adequate reporting and recording.

PN 1102 Body Structure and Function **12 0 7

An introduction to disease producing organisms and a study of the structures and functions of the skeletal, muscular, and internal systems of the human body and their interrelationships in a well-integrated unit.

MAT 1105 Mathematics for Nurses ** 5 0 3

Study and practice of basic arithmetic procedures, common and decimal fractions, percentages, ratio and proportion, Roman numerals, metric and apothecaries systems of weights and measures, fahrenheit and centigrade scales, solution and dosages.

ENG 1101 Reading Improvement 3 0 3

Designed to increase reading comprehension through training to read more rapidly and accurately; to broaden the span of recognition, to increase eye coordination and word group recognition, and train for comprehension in larger units; to analyze and correct reading faults while stressing the principles of vocabulary building.

* Last Four (4) Weeks of Quarter

** First Seven (7) Weeks of Quarter

SECOND QUARTER

PN 1107 Medical and Surgical Nursing I 6 24 9

Course of study and practice which prepares the student to deal with chronically and critically ill patients, including the aged, with a general medical or surgical problem and with their rehabilitation through diet, drugs, and nursing care. Also prepares the student for emergency situations in the institution, home, or community.

PN 1111 Drug Administration 3 0 3

A study of drugs, their dangers, safe and intelligent administering of drugs, and laws regarding their use and control.

PN 1105 Nutrition 3 0 3

A study of the basic principles of nutrition and meal planning, and the mechanics of nutrient utilization with consideration of religious, cultural, and psychological factors.

THIRD QUARTER

PN 1110 Medical & Surgical Nursing II 9 16 14

The study and practice of the care of specific medical and surgical problems and psychosomatic illnesses with increased emphasis on emotional needs, diet therapy, and observation and recording of the effects of drugs.

PSY 1101 Human Relations 3 0 3

Designed as a study of the basic principles of human behavior. A study and an understanding of the problems of the individual as related to society, group membership and relationships within a work situation.

PN 1114 Family Units 3 0 3

A study of family development, emphasizing it as a unit of interacting members, interacting with each other and the community, and of the effects of illness of a member of that unit and their care within the home.

FOURTH QUARTER

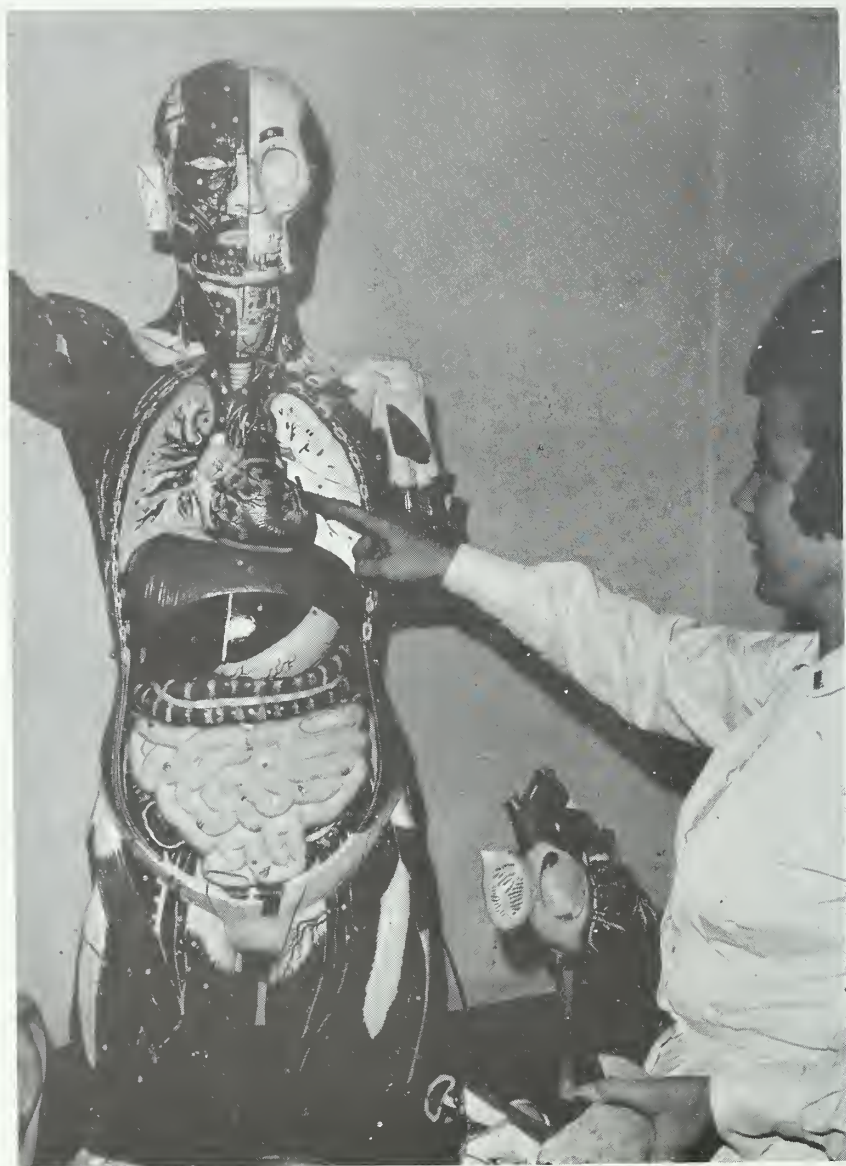
PN 1108 Obstetric-Pediatric Nursing 7 24 15

The study and practice of nursing care of the pregnant woman, newborn infant, and pediatric patients, including the reproductive cycles, abnormal and normal progress of pregnancy, labor and delivery, care of the newborn, growth and development and abnormal conditions of the child and effects of hospitalization.

PN 1116 Vocational Adjustment

2	0	2
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Study of ethics and procedures for obtaining, holding, and resigning employment, the legal aspects of nursing, and her responsibility to herself, her profession, her patient, and employer.





WELDING

INTRODUCTION

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

PURPOSE OF CURRICULUM

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

Specific objectives of the welding curriculum are to develop the following competencies:

1. Understanding the principles of operation of oxyacetylene, arc, and inert gas welding.
2. Thorough development of all manual welding skills and related testing, inspection, and certification practices.
3. Understanding of the physics and mathematics applicable to welding.

4. Ability to read and interpret blueprints, drawings, mechanical patterns and sketches.
5. Knowledge of human relations, business communication, and an introduction to small business operations.

JOB DESCRIPTION

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch, and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

WELDING SUGGESTED CURRICULUM BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Applied Science	3	2	4
WLD 1120 Oxyacetylene Welding and Cutting	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
DFT 1104 Blueprint Reading: Mechanical	1	2	1
	14	16	19
SECOND QUARTER			
ENG 1102 Communication Skills	3	0	3
PHY 1102 Applied Science	3	2	4
WLD 1121 Arc Welding	3	12	7
MAT 1103 Geometry	3	0	3
DFT 1117 Blueprint Reading: Welding	1	3	2
	13	17	19
THIRD QUARTER			
PSY 1101 Human Relations	3	0	3
WLD 1124 Pipe Welding	3	12	7
WLD 1123 Inert Gas Welding	2	3	3
WLD 1112 Mechanical Testing and Inspection	1	3	2
DFT 1118 Pattern Development and Sketching	1	2	1
	10	20	16

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FOURTH QUARTER			
BUS 1103 Small Business Operations	3	0	3
WLD 1122 Commercial and Industrial Practices	3	9	6
WLD 1125 Certification Practices	3	6	5
MEC 1112 Machine Shop Processes	1	5	2
	10	20	16

WELDING COURSE DESCRIPTIONS BY QUARTERS

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			

ENG 1101 Reading Improvement 2 0 2

Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition and to train for comprehension in large units.

Prerequisite: None.

PHY 1101 Applied Science 3 2 4

An introduction to physical principles and their application in industry. Topics in this course include measurement; properties of solids, liquids, and gases; basic electrical principles.

Prerequisite: None.

WLD 1120 Oxyacetylene Welding and Cutting 3 12 7

Introduction to the history of oxyacetylene welding, the principles of welding and cutting, nomenclature of the equipment, assembly of units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead position, brazing, hard and soft soldering. Safety procedures are stressed throughout the program of instruction in the use of tools and equipment. Students perform mechanical testing and inspection to determine quality of the welds.

Prerequisite: None.

MAT 1101 Fundamentals of Mathematics 5 0 5

Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth.

Prerequisite: None.

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
DFT 1104 Blueprint Reading: Mechanical	1	2	1
Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.			
Prerequisite: None.			

SECOND QUARTER

ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing.			
Prerequisite: ENG 1101.			

PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power.			
Prerequisite: PHY 1101.			

WLD 1121 Arc Welding	3	12	7
The operation of AC transformers and DC motor generator arc welding sets. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weaknesses in welding. Safety procedures are emphasized throughout the course in the use of tools and equipment.			
Prerequisite: None.			

MAT 1103 Geometry	3	0	3
Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations.			
Prerequisite: None.			

DFT 1117 Blueprint Reading: Welding	1	3	2
A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.			
Prerequisite: DFT 1104.			

THIRD QUARTER

PSY 1101 Human Relations	3	0	3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.			
Prerequisite: None.			

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
WLD 1124 Pipe Welding	3	12	7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shield-metal arc welding processes according to Sections VIII and IX of the ASME code.

Prerequisite: WLD 1121.

WLD 1123 Inert Gas Welding	2	3	3
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Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: Principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.

Prerequisites: WLD 1120, WLD 1121.

WLD 1112 Mechanical Testing and Inspection 1	3	2
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The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.

Prerequisite: WLD 1120, WLE 1121

DFT 1118 Pattern Development and Sketching	1	2	1
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Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

Prerequisite: None.

FOURTH QUARTER

BUS 1103 Small Business Operations	3	0	3
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Methods, techniques, and practices of modern management in planning, organizing and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.

Prerequisite: None.

WLD 1122 Commercial and Industrial Practices	3	9	6
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Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary

	Hours Class	Per-Week Lab.	Quarter Hours Credit
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to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn or broken parts by special welding applications, field welding and nondestructive tests and inspection.

Prerequisites: WLD 1120, WLD 1121.

WLD 1125 Certification Practices	3	6	5
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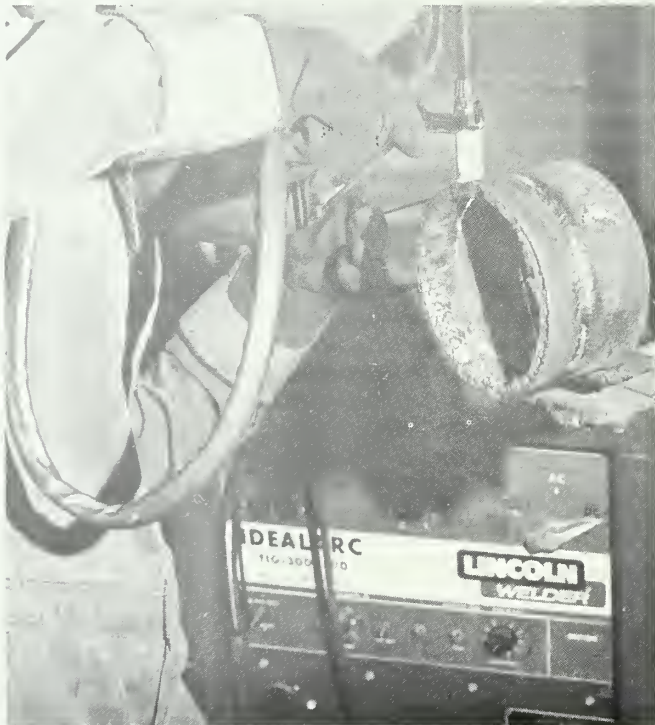
This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.

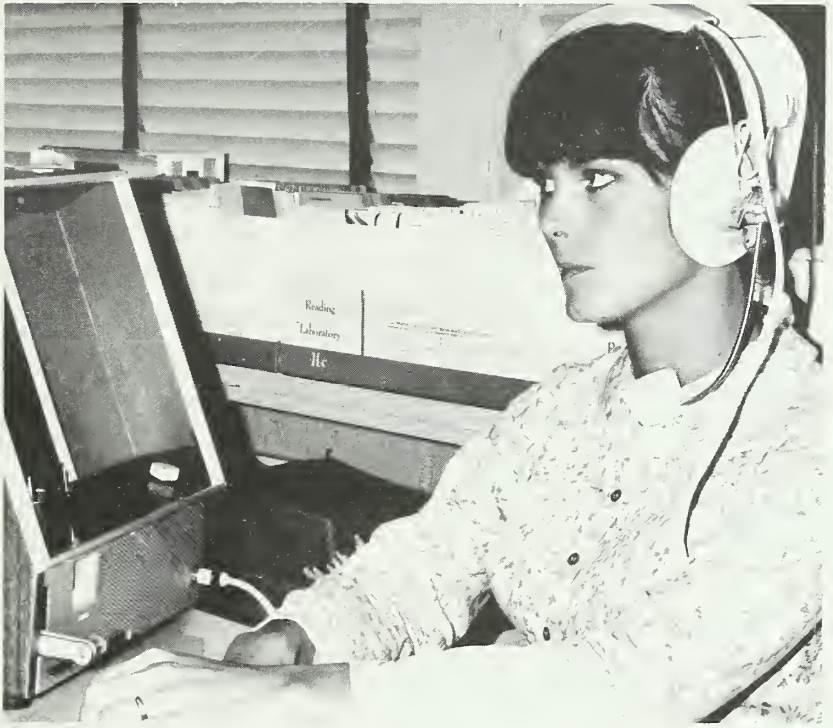
Prerequisites: WLD 1120, WLD 1121, WLD 1123, WLD 1124.

MEC 1112 Machine Shop Processes	1	5	2
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To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

Prerequisite: None.





OCCUPATIONAL ADVANCEMENT

INTRODUCTION

In keeping with the philosophy of Robeson Technical Institute—to provide post-high educational opportunities to all those who desire them—the Occupational Advancement Curriculum is offered to strengthen educational weaknesses and reduce academic deficiencies to meet entrance requirements in all regular curriculum programs.

PURPOSE

Specific objectives of the Occupational Advancement Curriculum are:

1. Provide a deeper understanding of the fundamentals of the English language, increase reading speed and comprehension, and develop an occupationally oriented vocabulary.
2. Expand basic mathematical background and provide an introduction to the higher mathematics required for entrance into various programs.
3. Develop the basic study habits essential to completion of post-high school education and provide individual assistance in specific areas where needed.

OCCUPATIONAL ADVANCEMENT COURSE

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
P-ENG 001 Communicative Skills (Vocabulary)	5	0	5
P-MAT 001 General Mathematics I	3	2	4
P-MET 001 Methods of Study (SQ3R)	3	0	3
P-SCI 001 General Science I	3	2	4
P-STU 001 Supervised Study	0	5	0
	14	9	16
SECOND QUARTER			
P-ENG 002 Reading Improvement	3	0	3
P-MAT 002 General Mathematics II	3	2	4
P-VOC 001 Vocational Selection	3	0	3
P-SCI 002 General Science II	3	2	4
P-STU 002 Supervised Study	0	5	0
	12	9	14
THIRD QUARTER			
P-ENG 003 Grammar and Composition	3	0	3
P-MAT 003 General Mathematics III	3	2	4
P-SCI 003 Vocational Science	2	3	3
P-SCC 001 Social Science (Human Relations, Government, Cultural)	3	0	3
P-STU 003 Supervised Study	0	5	0
	11	10	13
FOURTH QUARTER			
P-CSL 004 Vocational Skills Development		OJT 440 hrs.	

OCCUPATIONAL ADVANCEMENT COURSE DESCRIPTIONS BY QUARTERS

	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
FIRST QUARTER			
P-ENG 001 Communicative Skills (Vocabulary)	5	0	5
Individual diagnostic word tests, hearing tests, and sight test aimed to discover individual needs. Devoted primarily to broadening the vocabulary of the student, deepening the understanding of the English language, and providing a basis for transfer of this knowledge into increased reading speed and comprehension. Should include dictionary skills, word attacks, phonics, occupationally oriented terminology, spelling, and intensive vocabulary drill.			

Course Title	Hours Per Week		Quarter Hours Credit
	Class	Lab.	
P-MAT 001 General Mathematics	3	2	4
Devoted primarily to improving comprehension, speed, and accuracy in dealing with the basic operation of the number system. Will include a review of the kinds of numbers, multiplication, addition, subtraction, and division. Trade oriented problem solving will be stressed.			
P-MET 001 Methods of Study	3	0	3
Develop an understanding for the need for study. Present an uncomplicated but effective method of study equally applicable to vocational and technical programs. Emphasis to be placed on outlines, note-taking, and research oriented to individual interest areas.			
P-SCI 001 General Science I	3	2	4
An introductory course designed to give the student a better foundation for applied science appropriate to both technical and vocational curricula. It will include a study of time and the solar system with emphasis upon the earth and life upon its surface.			
P-STU 001 Supervised Study	0	5	0
Research and individual study using the techniques learned in P-MET 001. Students may request and receive individual assistance in any area of difficulty. Use of the school library will be emphasized.			

SECOND QUARTER

P-ENG 002 Reading Improvement	3	0	3
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye coordination and word group recognition, and to train for comprehension in larger units. Introduction to and demonstration of the value of oral communication.			
P-MAT 002 General Mathematics II	3	2	4
Continued study of mathematics with emphasis on measurements, powers and roots of numbers, and volume and area of geometrical figures. Group problem solving will be stressed during lab periods.			
P-VOC 001 Vocational Selection	3	0	3
Designed primarily to assist the student in the selection of a vocational or technical field which he might like to enter. Emphasis on training, application, testing, interviewing, and job selection. Discussion of types of jobs, personal traits and desires, and information sources in securing jobs.			

Course Title	Hours	Per-Week	Quarter
	Class	Lab.	Hours Credit
P-SCI 002 General Science II	3	2	4
A fundamental course covering the physical principles and their application to industry. Topics in this course include units of measurement, principles of motion, energy, force, electricity, work and power, properties of solids, liquids and gases.			

P-STU 002 Supervised Study	0	5	0
Research and individual study using the techniques learned in P-MET 001. Students may request and receive individual assistance in any area of difficulty. Use of the school library will be emphasized.			

THIRD QUARTER

P-ENG 003 Grammar and Composition	3	0	3
Develop, in the student, the ability to utilize previous instruction with emphasis on diction, punctuation, spelling, and sentence structure. Self-expression in grammar through paragraph formation applied to situations in industry, business, and vocational skills.			

P-MAT 003 General Mathematics III	3	2	4
Continued study of mathematics with an introduction to algebra placing emphasis on ratios, proportions, and graphs. Introduction to linear equations and the development of a mathematical vocabulary applicable to all technical and vocational curricula offered.			

P-SCI 003 Vocational Science	2	3	3
This course is designed to acquaint the student with the fundamental concepts of the scientific method used in the laboratory. The purpose of this course is to give students actual experience in standard laboratory procedures and practices by conducting basic experiments with heat, light, chemicals and electricity. Major emphasis will be placed on student vocational interest areas.			

P-SCC 001 Social Science	3	0	3
Designed to broaden the background of the student in the social sciences. Introduction to government, economics, psychology, history and sociology. Primary emphasis on the individual in the work situation.			

P-STU 003 Supervised Study	0	5	0
Research and individual study using the techniques learned in P-MET 001. Students may request and receive individual assistance in any area of difficulty. Use of the school library will be emphasized.			

FOURTH QUARTER

P-CSL 004 Vocational Skills Development

OJT 440 hrs.

Designed primarily for those students who, after completion of three quarters of Occupational Advancement do not meet the entrance requirements for regular curriculum courses and wish to receive paid on-the-job training in a vocational field. Although no guarantee of employment exists, counselors will assist the student in every way possible by contact and coordination with local industry.





ADULT EDUCATION PROGRAM

Adult Basic Education

Adult Basic Education is a program designed to help adults improve their basic skills in reading, writing, speaking, arithmetic, science, and social studies. Classes meet two nights per week for two and one half hours per night.

Classes are organized whenever and wherever there is a justifiable demand for them. Classes in the past have been conducted at Robeson Technical Institute, Prospect School, Oak Ridge School, Fairgrove High School, South Lumberton High School, Janie Hargrove School, Pembroke High School, Proctorville High School, Southside School, Eastside School, Purvis Elementary School, Union Elementary School, R. B. Dean School, Rex-Rennert School, Magnolia School, Shiloh Church, Robeson County Prison Unit, Red Springs High School, Rosenwald School, and Marietta School.

Classes are organized in the following levels:

- Level One: Non-readers through grade three; basic reading, writing, arithmetic.
- Level Two: Grade four through grade six; reading improvement, English expression, arithmetic, geography, and social studies.
- Level Three: Grade seven through grade eight; reading improvement, English expression, social studies, mathematics, science.

No registration fee is required and materials are provided by the Institute. All materials used have been prepared with em-

phasis on individual needs and interest.

No degree certificate is awarded. However, for the successful completion of a year of study in the Adult Basic Education Program, the student is awarded an Achievement Certificate.

Adult High School Education

The Adult High School Program provides a student the opportunity to earn the Adult High School Diploma. Before receiving the Adult High School Diploma, an adult must demonstrate proficiency in reading, English expression, mathematics, science, and social studies, as measured by a battery of standardized tests administered by Robeson Technical Institute.

Transcripts of high school records are required of those students enrolled in the Adult High School classes who have previously attended high school. Copies of these transcripts should be forwarded to Robeson Technical Institute.

No registration fee is required; however, there is a nominal fee for books used in the classes. Also, a fee is charged upon graduation for the diploma and for transcript service. Classes meet two nights a week for three hours in the local communities where there is a sufficient number of interested adults.

An Adult High School Diploma is awarded a student when test scores indicate that the required achievement level has been attained. The diploma is awarded locally, by the appropriate Board of Education. The Adult Diploma Program is approved by the State Board of Education and meets the requirements for entrance to four-year colleges and other institutions of higher learning.





Learning Laboratory

The Learning Laboratory is a new approach to education with the use of programmed instructional materials and teaching machines. It is essentially an individual study situation, whereby a person's progress is limited primarily by his own ambition and ability.

Any adult who wants to learn can enroll in the Learning Laboratory. Regardless of previous educational background or experience, appropriate programmed materials are available. Each individual can progress at his own rate. He neither has to wait for others to catch up nor does he have to slow down to another's rate.

Any person eighteen years of age or older may undertake most any level of reading, English, math, social studies, or science that he desires. Other selected courses are also available. After an initial interview, programmed materials are assigned to the student. A schedule is worked out for the convenience of the student. He may choose the number of hours he wishes to attend. Materials are used in the Lab.

The Learning Laboratory Coordinator helps the student (1) locate the level of instruction at which the student can learn by himself; (2) formulate the sequence of courses to be taken; and (3) assure himself that he is making satisfactory progress.

Students may enroll for numerous reasons—to prepare for high school equivalency examinations; to pursue the Adult Education High School Diploma; to make up admissions deficiencies for Technical Institutes and colleges; to reduce specific educational weaknesses; to upgrade themselves for job promotion; to reinforce

other courses of study; or simply for personal satisfaction.

Courses of study in the Laboratory are divided primarily into five basic programs: College Preparatory, High School Equivalency (Diploma), Pre-Curriculum, Regular Curriculum, and General Interest.

The Lab is open from 8:00 A.M. until 10:00 P.M. Monday through Thursday, and 8:00 A.M. until 5:00 P.M. Friday. There is no charge for the services of the Learning Laboratory.

Rings can be ordered through the Student Personnel office for those students receiving the Adult Education High School Diploma.

SUBJECTS

Reading and Language

Reading instruction at all levels
Vocabulary development
Grammar
Composition
Punctuation
Capitalization
Business Letter writing
Spelling
Sentence Patterns

Social Studies

United States Geography
United States History
The Constitution
How a Bill Becomes a Law
American Government
Economics

Science

General Science
Biology
Chemistry
Physics
Vectors
Mechanics
Geology
Engines

Mathematics

Arithmetic

Addition

Subtraction

Multiplication

Division

Fractions

Decimals

Miscellaneous

How to Study

How to Read Maps

Slide Rule

Psychology

French

Logic

German

Spanish

Speed Reading

Interior Decoration

Mathematics

Percents

Square Roots

Probability

Algebra

Geometry

Trigonometry

Calculus

Modern Math

Modern Algebra

Business Math

Computer Math

Vocational Extension Education

GENERAL INFORMATION

Robeson Technical Institute provides general educational opportunities for the adults of Robeson and surrounding counties. The Institute will offer any number of courses on a continuing basis

under various programs for high school completion, upgrading, personal interest, and skill improvement.

ADMISSION

Any student who has attained the age of 18, living within commuting distance of the Institute or one of the several adult education centers in the surrounding areas is eligible for admission.

CLASS LOCATIONS

In addition to the facilities located on campus, adult classes will be conducted whenever the demand is great enough in any outlying area. Classes have in the past been conducted in Fairmont, Lumberton, Prospect, Maxton, Red Springs, Parkton, Saint Pauls, Littlefield, and Rowland.

FEES

A small fee is charged for certain adult education classes. If textbooks or supplementary materials are required, they may be purchased at the school bookstore.

CERTIFICATES

Certificates are awarded each student completing the requirements of the class. The general ruling is attendance at least 80% of the total class time.

TIME OF CLASS MEETINGS

Extension classes usually meet one or two times a week from 7:00 p.m. until 10:00 p.m. Classes may be scheduled at other times upon request.

WHEN CLASSES WILL BEGIN

Extension classes will begin when the registration has been completed, a minimum of 12 students are enrolled, and the instructor is secured.

LENGTH OF CLASSES

The length of the Extension classes will vary according to the type course. Usually classes are set up for a minimum of 30 hours of instruction, but may be extended upon request and justification. The maximum time allowed for a course is generally 120 hours.

PARTIAL LIST OF EXTENSION COURSE OFFERINGS

Agricultural and Biological Extension:

- Agricultural Mechanics
- Ornamental Horticulture

Occupational Home Economics Extension:

- Nutrition and Menu Planning
- Cake Decorating
- Food Preparation

Dressmaking
Flower Arranging
Interior Decorating
Knitting
Basic Sewing
Advanced Sewing
Decoupage
Tailoring

Trades and Industry Extension

Basic Electricity
Basic Electronics
Basic Auto Engines
Automotive Electric System
Small Gasoline Motors
Basic Surveying
Basic Drafting
Welding
Piano Repair
Carpentry
Masonry
National Electrical Code
Machine Mechanics
National Gas Code
Firemanship
Industrial Sewing
Law Enforcement
Cabinet Making
Supervisory Development Training
Blueprint Reading

General Adult Education Extension

Federal Income Tax
State Income Tax
Art Appreciation
Bible
Investments
Art (Drawing & Painting)
Art (History)
First Aid
Reading Improvement

Health Occupations Extension

Home Nursing
Nurses' Aide
Ambulance Attendant

FIRE SERVICE TRAINING

Robeson Technical Institute offers fire service training to both volunteer and career firemen. This training, taken directly to the

local fire departments, allows the men to be trained as an organized group utilizing equipment ordinarily used in controlling fire.

Instruction offered by the Fire Service Training Program covers nearly every phase of firemanship. Courses are designed not only to develop necessary skills, but also to develop the fireman's initiative and judgment, safe habits and correct techniques for using tools and equipment, and to give a variety of fire situation experiences. Materials and texts used are those approved by the International Fire Service Training Association.

Fire Service Training includes the units on firefighting listed below. The order in which the units are studied is left to the discretion of each fire department.

Units	Minimum Hours
Forcible Entry	9
Rope Practices	6
Portable Fire Extinguishers	9
Ladder Practices	9
Hose Practices	12
Salvage and Overhaul Practices	9
Fire Stream Practices	12
Fire Apparatus Practices	12
Ventilation	9
Rescue Practices	12
Protective Breathing Equipment	9
Firefighting Procedures	12
	120

LAW ENFORCEMENT TRAINING

Robeson Technical Institute offers a complete course in Law Enforcement Training. The goal is to promote and provide adequate training and education courses in the legal and technological fields that will keep law enforcement officers abreast of these advancements and, at the same time, aid them in moving toward professionalization.

Introduction To Police Science embraces a total of 15 divisions with a minimum of 120 hours of instruction.

Major Divisions	Hours
Courts and Law	6
Elements of Offense	24
Laws of Arrest	9
Search and Seizure	3
Evidence	6
General Criminal Investigations	12
Special Courses	6
Motor Vehicle Laws	18
Liquor Laws	3
State Parole Board	3
Court Structure and Procedures	6
Juveniles and Law	6
Law Enforcement Procedures	6
Police Administration	6
Human and Public Relations	6
	120

In addition to these courses, Robeson Technical Institute offers the following special law enforcement courses:

Traffic Accident Investigation	30 hours
Fingerprint Identification	30 hours
Riot and Crowd Control	30 hours

SUPERVISORY DEVELOPMENT TRAINING

Robeson Technical Institute offers a complete course in supervisory training. These courses are planned to serve the needs of potential supervisors, foremen, and supervisory personnel, such as department heads, junior executives and executives.

Course	Hours
Principles of Supervision	44
Human Relations	10
Art of Motivating People	22
Economics in Business and Industry	22
Effective Communications	22
Effective Writing	22
Effective Speaking	15
Reading Improvement	15
Work Measurement	22
Job Methods	10
Conference Leadership	10
Instructor Training	15
Creative Thinking	22
Industrial Safety and Accident Prevention	22
Industrial First Aid	10
The Supervisor in North Carolina	10
Job Analysis Training	12
Cost Accounting for the Supervisors	12
Supervision in Hospitals	32

In addition to the courses listed above, the Department of Community Colleges is presently developing a 50-hour course designed for supervisory and mid-management personnel or for personnel who are being primed for management positions. This course will consist of 10 parts to include:

- Management Productivity
- Enterprise Organization
- Human Relations in Management
- Personnel Administration
- Control in Supervision
- Records and Reports
- Production Management
- Procurement and Inventory
- Distribution and Sales
- Research and Public Relations

THE AMBULANCE ATTENDANT

Due to recent developments in the Legislature and laws pertaining to ambulance drivers, Robeson Technical Institute offers THE AMBULANCE ATTENDANT course for the training of ambulance drivers and attendants. The complete course embraces 22 hours of instruction, 20 hours of which is taught by a medical doctor.

Areas of Study	Hours
The Ambulance Attendant as a Member of the Medical Team	2
Care of Patients with Respiratory Interference	4
Management of Patients with Hemorrhage Shock	4
and Common Types of Injuries	3
Care of Patients with Head and/or Back Injuries	3
Fractures and Dislocations	3
Management of Patients with Common Medical Conditions	3
Management of the Obstetrical Patient	2
The Emotionally Disturbed Patient	2

APPLICATION FOR ADMISSION ROBESON TECHNICAL INSTITUTE

Return To:
Student Personnel Office
Robeson Technical Institute
Post Office Box 98
St. Pauls, North Carolina
28384
Telephone 738-4241

ATTACH A RECENT
PHOTOGRAPH

For School Use Only

Curriculum _____
Date Received _____
H. S. Transcript _____
Test _____
Interview _____
Approval _____
Fee \$15.00 _____

PLEASE PRINT INFORMATION

1. Name	(Last)	(First)	(Middle)	(Maiden)	Home Phone
Mr. Mrs. Miss					
2. Address	(Street or R. F. D.)		(City)	(State)	(Zip Code)
3. Date of Birth	Age	Race	Sex	Social Security No.	
4. Your Marital Status					
.....Single Married Separated Divorced Widowed No. of Children.....					
5. Name of husband or wife			Address, City & State		
6. Your Height	Weight	General Health Condition			
.....feet inches	pounds				
7. Do you have any physical disabilities? If so, describe:					
8. Have you ever had to discontinue study or work because of physical or nervous breakdown? If so, describe:					
9. Last High School Attended and Address			Date Graduated High School		
10. College(s) attended:			Dates of attendance		
11. Circle Highest Grade Completed 6 7 8 9 10 11 12 13 14 15 16 17 18					
12. Employment					
Are you now employed? Yes No Occupation					
.....Part Time Full Time Weekly Hours					
13. Last two places Employed:		Occupation		Length of Employment	
14. Check Curriculum you are applying for:					
.....Accounting		Drafting		Secretarial Science	
.....Automotive Mechanics		Electrical Installation		Welding	
.....Business Administration		Masonry		Occupational Advancement	
.....Carpentry		Practical Nursing			
15. Do you wish to apply for work study, if available Yes No					

16. Have you registered for selective service?

Selective Service No.

Local Board and Location: Yes
.....No

17. Have you had any military service? Yes No

Branch.....

Date entered

Date discharged

18. What person(s) influenced you most in choosing Robeson Technical Institute?

.....H. S. Counselor Teacher Friend Principal RTI Student
.....RTI Graduate RTI Representative Speaker Radio TV
.....Newspaper Visit Other

19. Name of Local Newspaper

Address, City & State

20. Father

Name

Living

.....Yes
.....No

Address, City & State

Education: Highest grade completed

Occupation & Employer

21. Mother

Name

Living

.....Yes
.....No

Occupation & Employer

22. Parents: Separated Divorced

23. Guardian, if not living with parents

Address, City & State

I hereby authorize Robeson Technical Institute to send transcript of my records to any prospective employer or institution who may request same, unless specifically prohibited in writing by me.

Signature of Student

Date

FOR SCHOOL USE ONLY

DO NOT WRITE BELOW THIS LINE

TEST NAME

DATE

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